



College/Division Administrator
Procurement Card Agreement

I hereby acknowledge responsibility for overseeing all procurement cards under my College/Division in accordance with procedures in PS 05.C.09. I understand that the University of Houston-Downtown will audit the use of the cards and report any discrepancies.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the Procurement Card procedures. I understand that the University of Houston-Downtown is liable to CitiBank for all University of Houston-Downtown charges.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment and criminal prosecution for p-card holders.

I understand that the card is the property of the University of Houston-Downtown. I further understand that I may request the inactivation or cancellation of a p-card within my College/Division at any time at my discretion. I agree to notify the procurement card coordinator of any changes affecting the p-card, such as personal changes, cost center changes, etc. See section 3.15-3.17.

College/Division Administrator Signature: _____

College/Division Administrator Name (Print): _____

College/Division: _____ Date: _____