

University of Houston-Downtown  
Cardholder Procurement Card Agreement

I hereby acknowledge receipt of a University of Houston-Downtown – CitiBank Card/Procurement Card in accordance with procedures in PS 05.C.09.

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 agree to use this card for University of Houston-Downtown purchases only and agree not to charge personal purchases. I understand that the University of Houston-Downtown will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment, and criminal prosecution. I also understand that thefts of property by public employees, by virtue of their employment, that would ordinarily be considered misdemeanors may be considered state jail felonies (Texas Penal Code, Section 31.03.) I agree to repay the University of Houston-Downtown any amounts that I may personally owe, though I may no longer be in the employment of the University of Houston-Downtown.

I understand that the card is the property of the University of Houston-Downtown. I further understand that the University of Houston-Downtown may terminate my right to use this card at any time for any reason. I agree to return the card to the University of Houston-Downtown immediately upon request or upon termination of employment.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_

Department: \_\_\_\_\_

College/Division: \_\_\_\_\_

Procurement Card Administrator/Coordinator Signature: \_\_\_\_\_