

PURCHASING CARD APPLICATION AND USE AGREEMENT

Instructions: Please complete and submit to the campus Purchasing Card Administrator.

Cardholder 's Name	Business Unit/Fund/Program/Organization/Project
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The Purchasing Card is intended for best judgment purchases (**up to \$1,000 or \$5,000 depending on department approval**). Purchases made with this card must comply with the Department of Administration and UW System procurement policies and procedures.

The Purchasing Card **MAY NOT** be used to purchase the following:

Alarm / security systems	Gasoline / fuel	Non-business/personal items/services
Alcoholic beverages or drugs	Gift, Prizes, and Awards	Personal services
Ammunition / Weapons	(including gift certificates, phone cards, gas cards)	Professional License
Architectural & Engineering or Design Services	Greeting Cards	Radioactive materials
Capital equipment or component parts	Hospitality/entertainment	Statewide Contracts (except where authorized)
Cash advances (ATM Machines)	Insurance	Tax Reportable Services
Consulting services	Leases/rentals	Temporary help/clerical/labor
Controlled Substances	Legal Services	Travel (except airline tickets, lodging, state contract car rental, and registration fees)
Copy Machines	Memberships	
	Motor Vehicle	

If the card is lost or stolen, the cardholder must **IMMEDIATELY NOTIFY** U.S. Bank Cardholder Customer Service at (800) 344-5696 and the Purchasing Card Administrator. When a cardholder terminates employment or transfers to another department/campus, the sponsor department shall reclaim the Purchasing Card and return it to the Purchasing Card Administrator. Non-adherence to any of the above procedures may result in revocation of individual cardholder privileges and potential discipline, and may result in revocation of all sponsor department and/or campus Purchasing Cards. I understand that this Purchasing Card is issued pursuant to a Master Agreement between the State of Wisconsin and U.S. Bank, and accordingly, a University representative has the authority to access transactions posted to my Purchasing Card and/or obtain support documents directly from a vendor.

As an applicant/cardholder of a University of Wisconsin System Purchasing Card, I understand the responsibility for the protection and proper use of this card as detailed above and in the guidelines outlined in the University of Wisconsin System Purchasing Card Policy and Procedure Manual.

X _____
Cardholder Signature Date Signed

I approve the issuance of a University of Wisconsin Purchasing Card to the above-named employee and acknowledge the overall responsibility for the proper use of the card.

X _____
Department Staff Liaison Signature Date Signed

X _____
Department Head Signature Date Signed

X _____
Dean/Director or Designee Signature Date Signed