

CARDHOLDER AGREEMENT UNIVERSITY OF HAWAII PURCHASING CARD

In return for the purchasing authority delegated to me and in consideration of my responsibility to properly steward public resources, I agree to undertake the following responsibilities:

- To comply with this Agreement and the applicable provisions of the Administrative Procedures Manual, presently and as may subsequently be revised. I acknowledge receipt of the Manual and affirm that I have read and understand its terms and conditions. I understand that the University of Hawaii is liable to First Hawaiian Bank for all charges made by me.
- I will submit necessary transaction documents and/or transaction information to the Departmental/Program Liaison by the end of the monthly billing cycle. I also acknowledge that my failure to do so may result in the revocation of my privilege to be a cardholder.
- To protect and safeguard the Purchasing Card per this Agreement and the Administrative Procedures Manual.
- To immediately report lost or stolen cards to First Hawaiian Bank and my Departmental Liaison and to send written notice to both First Hawaiian Bank and the Purchasing Card Administrator.
- To purchase ethically, fairly, and without conflict of interest; to seek the best value; to purchase only necessary items; to determine that the price is fair and reasonable by comparing alternative sources; and when using Federal funds, to avoid firms or individuals who respond that they are prohibited from contracting with the Federal Government.
- I understand that the use of the Purchasing Card to make personal purchases is strictly prohibited and unauthorized. I will not use the Purchasing Card, under any circumstances, for personal use.
- I understand that my use of the Purchasing Card will be audited.

As the holder of this Purchasing Card, I agree to accept responsibility for the protection and proper use of this Purchasing Card as outlined in this Agreement and the Manual. I understand that I cannot use the Purchasing Card for the restricted commodities listed in the Manual. I understand that commodities, where University contracts are in place, MUST be purchased from the University contract suppliers.

Cardholder _____

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I understand that my failure to comply with the applicable provisions of the Administrative Procedures Manual and/or the provisions of this Agreement may result in revocation of Purchasing Card privileges and/or disciplinary action, up to and including termination of employment. I further understand that the revocation of Purchasing Card privileges, in and of itself, is not a disciplinary action.

Any improper or unauthorized use of the Purchasing Card may be a grounds for a disciplinary action, including termination of employment. Any such disciplinary action will be taken in accordance with applicable University procedures, including all pertinent procedures in any applicable collective bargaining contract.

If I fail to use the Purchasing Card in accordance with the procedures established for its proper use, I authorize the University of Hawaii to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases. I grant the University of Hawaii this authorization freely and knowingly and despite my right to a chapter 91 hearing pursuant to section 78-12, Hawaii Revised Statutes. If I contest the amount owed by me or the propriety or impropriety of my purchase card purchase, I acknowledge that I may ask for a chapter 91 hearing after the deductions have been made from my salary or other amounts payable to me.

Signature of the Employee

Date

If I am no longer employed at the University at the time the determination is made that I owed the University of Hawaii moneys for improper purchases made with the Purchasing Card, I acknowledge that if the University of Hawaii is forced to initiate legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all the legal fees incurred by the University of Hawaii in such proceedings.

I understand that the University of Hawaii may terminate my right to use this Purchasing Card any time for any reason. I agree to return the Purchasing Card to the University of Hawaii immediately upon request or upon termination of employment.

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CARDHOLDER:

_____	_____
Signature	Date

Print Name	

Department	

Campus Address	
_____ / _____	
Campus Telephone No.	Campus Fax No.

E-mail Address	

DEPARTMENT:

I authorize this applicant to have a Purchasing Card and spend University funds:

Dean/Director Signature	
_____	_____
Print Name	Date

Department Name	

FISCAL OFFICER:

_____	_____
Signature	Date

PURCHASING CARD ADMINISTRATOR:

_____	_____
Signature	Date

Cardholder:
I hereby acknowledge receipt of Purchasing Card # _____
with the monthly limit of _____ and the expiration date of _____.

_____	_____
Cardholder Signature	Date
