



Accountholder Agreement

I, _____ hereby request a Purchasing Card.
Accountholder First Name & Last Name

As an Accountholder for the _____ Department/Division/Office, I agree
Department Name

to comply with the following terms and conditions regarding my use of the card:

1. I understand that I am being entrusted with a valuable tool, a Purchasing Card. I will strive to ensure that all purchases shall obtain the best value for the University, shall be solely utilized in the best interests of the University, and shall be strictly for official University of North Carolina at Chapel Hill business.
2. I understand that the University is liable to Bank of America for all charges made on my P-Card. I further understand that I may be personally liable for the misuse and/or abuse of funds on my card.
3. I agree that I am the only person authorized to make purchases using my P-Card. Giving the card or account number to another person to make a purchase is not allowed. I am solely responsible for protecting my P-Card from misuse/abuse.
4. I will follow the established terms and conditions for the use of my P-Card. Failure to uphold the terms and conditions will result in revocation of card privileges and may result in other disciplinary actions, potentially including termination of employment and criminal prosecution, as well as direct repayment or potential paycheck withholding equal to any unauthorized P-Card charges made by myself.
5. I have read a copy of the [Purchasing Card Handbook](#) and University [Policy on P-Card Infractions](#), and I understand the requirements for use of my P-Card.
6. I agree to return my P-Card immediately upon request of my Supervisor or Department head, or upon notice of termination of employment (including retirement) with the University. Upon notice of transfer from my current Department within the University, I agree to return this card for immediate cancellation and obtain approval for a new one, if needed.
7. If my P-Card is lost or stolen, I agree to notify Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year) and the P-Card office immediately.

By checking the box, I expressly acknowledge and agree to comply with all laws, ordinances, codes, regulations, rules, requirements and University of North Carolina at Chapel Hill policies and procedures that are applicable to purchases, including those of federal, state, and local agencies having jurisdiction and/or authority.

Accountholder Signature

Date