

## Cardholder and Approver User Agreement

Commonwealth of Virginia, University of Mary Washington  
Bank of America Small Purchasing Charge Card (SPCC)

### Cardholder User Agreement

I,  acknowledge receipt of a Small Purchase Charge Card (SPCC) and agree to abide by all the following statements below, understanding that failure to do so may result in appropriate disciplinary action:

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of my agency. I will strive to obtain the best value for UMW by means of:
  - State contracts
  - DSBSD-certified Businesses as required
  - Following state and UMW laws, policies, and procedures
  - Other mandatory and exclusive suppliers as identified by Procurement Services
2. I agree to not share sensitive information pertaining to my Card (via fax, email, or in any written document) with anyone other than vendors with which I am doing business. Doing so will result in disciplinary action by UMW. I agree never to share the following information, including but not limited to:
  - Card number
  - CVV Code
  - Expiration date
  - PIN (may not be shared with *anyone*)
3. I agree to follow the established laws, policies and procedures for the use of my Card, including not to charge personal purchases at any time. Failure to do so, or to partake in any unauthorized transactions, may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment.
4. I understand that UMW will review the use of this Card and the related management reports and take appropriate action based on any results.
5. I understand that UMW is liable to Bank of America for all authorized charges made on my Card. Therefore, if an unauthorized charge is made with my Card, I may be required to reimburse UMW in the amount of the charge(s).
6. I understand that UMW is tax exempt and agree to ensure no state sales tax is charged on any of my purchases. If I do get charged sales tax, I will make every effort to get it refunded, and if not successful, I may be required to reimburse UMW in the amount of the tax.
7. I agree to return my Card immediately upon request by UMW's Program Administrator or upon termination of employment (including retirement). I also agree if I must leave the agency on a temporary basis for reasons such as but not limited to military leave, sabbatical, summer leave (10-month staff), or other personal reasons, I will notify UMW's Program Administrator immediately and my Card will be suspended for this period.
8. I agree to complete all FOAPAL allocation and Works sign-off in a timely manner, prior to established deadlines. Failure to do so may result in appropriate consequences including written notices, refresher training, or card suspension based on the frequency of the infraction.

9. If my Card is lost or stolen, I agree to notify Bank of America and UMW's Program Administrator immediately.
10. I agree to successfully complete the required annual SPCC training as well as sign new Cardholder and Approver User Agreement and Delegated Purchasing Authority forms at each card renewal period (every three years).
11. I agree not to use my Card to pay for past due invoices to circumvent Prompt Pay policies and procedures. I will submit a request to UMW's Program Administrator for DOA Late Pay Approval *prior* to making a payment in the rare event that I have a past due invoice.
12. I understand that I must use eVA for qualifying purchases. I will record the PO (Purchase Order) number and micro business quote information in my monthly SPCC file and in Works prior to the end of each billing cycle. I understand that I am responsible for managing these purchase orders appropriately, including creating change orders as applicable and closing out purchase orders as needed at the end of each fiscal year.
13. I understand that Card inactivity that exceeds three (3) months will result in re-evaluation by UMW's Program Administrator as to the necessity of the Card account and/or cancellation of the account.
14. I understand that Chip and PIN technology is only utilized at point of sale by vendors who have chip enabled terminals.
15. I will not store my card number on any mobile devices, nor will I utilize any type of mobile payment or digital wallet service such as Apple Pay, Google Pay, Samsung Pay, etc.
16. I will keep all accounts used for business purposes, through which I will use my SPCC, separate from my personal accounts, including but not limited to PayPal, eBay, and Amazon.

Cardholder Signature

Date

### Approver User Agreement

I, the undersigned, certify that I will review this Cardholder's supporting documentation and approve this cardholder's transactions in Works in a timely manner. I understand that the ultimate responsibility for this cardholder's use of the SPCC is mine as their Approver, inclusive of the terms above.

Approver's Name:

Approver Signature:  Date:

### Procurement Services Use Only

Program Administrator (or PA Backup) Name:

Program Administrator (or PA Backup) Signature:

Date: