

**RESEARCH FOUNDATION  
OF THE CITY UNIVERSITY OF NEW YORK**

**PURCHASING CARDHOLDER AGREEMENT**

I (name) \_\_\_\_\_, as the cardholder, agree to the following conditions regarding my use of the Research Foundation Purchasing Card (P-Card):

- ✍✍ I agree to use the P-Card only for authorized purchases for the grant or contract to which it is attached and within the restrictions for that account.
- ✍✍ I understand that should I make an unauthorized purchase with the P-Card or use the P-Card in an inappropriate manner, I will be personally liable for the charge(s) and will relinquish the P-Card.
- ✍✍ I understand the Research Foundation monitors and audits my use of the P-Card.
- ✍✍ I agree to return the P-Card to an authorized Research Foundation representative, at the request of the Research Foundation, or upon termination of my employment.
- ✍✍ I have read the Research Foundation's Fact Sheet on the use of the P-Card and will abide by all the requirements.
- ✍✍ I understand that the P-Card cannot be used for alcoholic beverages, individual food and travel expenses (other than transportation), and gasoline, or for equipment and other single transactions of \$5,000 or greater. If the card is used for transportation charges, a completed Travel Expense Form must accompany the P-Card statement.
- ✍✍ I agree to submit monthly statements with supporting documentation by the end of the month in which the statement is received. I understand that if any statements are outstanding for 60 days or more, my P-Card privileges may be suspended or revoked.

**My signature below indicates that I have read this agreement, understand and agree to be bound by it, and any subsequent amendments or addenda, as an authorized user of the P-Card from the Research Foundation of The City University of New York.**

Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cardholder's Name (please print) \_\_\_\_\_

Project Investigator/Director (if not cardholder) \_\_\_\_\_

Grants Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_