

Custodial Card Checkout Form

TO BE COMPLETED BY INDIVIDUAL REQUESTING CARD USAGE

Check Out Date & Time	Individual Requesting Use	Phone # and email address
Vendor	Item(s) to be purchased	Estimated Cost
Check Type of Purchase Internet <input type="checkbox"/> Phone <input type="checkbox"/> Store <input type="checkbox"/>	Receipt Received Yes <input type="checkbox"/> No <input type="checkbox"/>	Items Received (?) Yes <input type="checkbox"/> No <input type="checkbox"/>
Actual Cost (<i>optional</i>)	Accounting or Project Information	Departmental/Supervisor Approval

TO BE COMPLETED BY THE CARDHOLDER

Card # (last 4 digits)	Check In Date & Time	Cardholder Contact Phone #:
<p><u>Spending Limits:</u> You are authorized to spend up to the estimated amount for this purchase and purchase the items that have been pre-approved. Any additional purchase limit or additional item authorization must be pre-approved by the cardholder. NO PERSONAL PURCHASES ARE TO BE CHARGED TO THE PROCARD FOR ANY REASON WHATSOEVER.</p> <p><u>ProCard Abuse:</u> Abuse of the ProCard will result in revocation card usage privileges and appropriate disciplinary action, which may include: garnishment of wages; withholding of grades; termination; expulsion; and criminal prosecution.</p> <p><u>Protecting the ProCard:</u> The ProCard is valuable property, which requires proper treatment by the user to protect it from misuse by unauthorized parties.</p> <p><u>Lost or Stolen ProCards:</u> If the ProCard is lost or stolen, the cardholder shall contact the cardholder immediately at the Contact Number above. The cardholder will notify JPMorgan Chase first and the ProCard Program Administrator second.</p> <p><u>Agreement:</u> The undersigned agrees to the above terms and conditions in using the ProCard.</p>		
Purchaser Signature acknowledging card/letter receipt.		Cardholder Signature acknowledging card return