

Boston College TEMP TRANSFER P-CARD Agreement Form

This Boston College Purchasing Card/s is in a former employee's name or an employee who is out on medical or personal leave. By signing this agreement, you agree to take over the fiscal responsibilities of this p-card/s including proper business purchases, receipt retention and reconciliation.

I, _____, hereby acknowledge receipt of a Boston College purchasing card in _____ name, with the last four digits_____.

As a card user I agree to comply with the terms and conditions of this Agreement and applicable provisions of the *Purchasing Card User's Guide* (the "User's Guide") as well as all subsequent revisions to the User's Guide. I confirm that I have read and understand the terms and conditions contained in the [Purchasing Card User Guide](#). I understand that updates to the User's Guide are available to me on the Boston College website at www.bc.edu/pcard and that I must comply with all the provisions of the User's Guide and its updates.

As the user of this purchasing card, with the last 4 digits_____ I agree to accept responsibility for the protection and proper use of this credit card as described in this Agreement and the User's Guide. I understand that I CANNOT use the purchasing card for restricted commodities and for personal purchases. I further understand that Boston College is liable to US Bank for all charges made by me. I understand that the University WILL regularly audit the use of the purchasing card.

I also understand that improper use of this purchasing card may result in disciplinary action. Should I fail to use the purchasing card properly, I acknowledge that I am responsible for the repayment of all such purchases. I acknowledge that Boston College is entitled to collect any amounts owed by me even if I am no longer employed by the University. If Boston College initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay any legal fees incurred by Boston College in such proceedings should such legal proceedings be resolved in favor of Boston College. I understand that Boston College may terminate my right to use this purchasing card at any time for any reason. I agree to return the purchasing card to Boston College upon request .

Signature: _____ Date: _____

Print Name: _____ Eagle ID#: _____

Department: _____ E-mail: _____

Telephone: _____

Supervisor Approval Signature for temp transfer of p-card _____