

## VISA PURCHASING CARD ACKNOWLEDGEMENT FORM:

### PARTICIPATING EMPLOYEE ACKNOWLEDGMENT OF RESPONSIBILITIES

Lakehead University is pleased to present you with a Purchasing Card (P-Card). It demonstrates Lakehead University's trust in you to make certain purchases on its behalf, and with this trust comes the responsibility to use the card in a responsible fashion.

I, the undersigned, hereby acknowledge receipt of a Lakehead University Purchasing Card issued by US Bank Canada. I acknowledge that this P-Card has been issued to me to make purchases for Lakehead University business only in accordance with the guidelines set out in the most recent Procurement Policy and Purchasing Card Procedures Guide governing P-Card use. I understand that all charges will be paid directly by Lakehead University.

I acknowledge receipt of the Purchasing Card Procedures Guide, and I agree to accept responsibility for the protection and proper use of the P-Card in accordance with its terms and conditions. I understand that improper or fraudulent use of the P-Card may result in established disciplinary action. **Cards are assigned to the cardholder and are not to be loaned to others.**

Furthermore, I understand that this P-Card remains the property of US Bank Canada, assigned to me on behalf of Lakehead University. I understand that I will return the card to the Office of Financial Services at the end of my employment with Lakehead University, whether for retirement, voluntary separation, resignation or dismissal, or at the request of the Purchasing Card Administrator.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Name (sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Card Program Administrator Signature  
Ms. Rita Blais, Associate Vice-President, Financial Services

**Employee Initial**

Per Purchase Limit is **\$5,000** (CAD before tax) \_\_\_\_\_

Total Monthly Credit Limit of Card is **\$5,000** (CAD before tax) \_\_\_\_\_