

**EXHIBIT B**  
**UNIVERSITY OF CINCINNATI**  
**PURCHASING CARD CARDHOLDER AGREEMENT**

I \_\_\_\_\_, as the Cardholder, agree to the following conditions regarding my use of the University of Cincinnati Purchasing Card:

1. I understand that by using the Purchasing Card, I will be making financial commitments on behalf of the University of Cincinnati and that the university will be liable for all charges made with the Purchasing Card.
2. I will strive to obtain the best value for the university when purchasing merchandise and/or services with the Purchasing Card. For those goods and services available on UC term contracts, I agree to buy only from the contracted vendors at the contracted prices.
3. I agree to use the Purchasing Card only for authorized purchases and in an appropriate manner, as defined in the Purchasing Card Program Policies and Procedures.
4. I understand that should I make a personal purchase or an unauthorized purchase with the Purchasing Card, or use the Purchasing Card in an inappropriate manner, I will be subject to progressive administrative and/or disciplinary action including criminal prosecution.
5. I understand that the university will monitor and audit my use of the Purchasing Card.
6. I agree to return my Purchasing Card to an authorized university representative, as defined in the Purchasing Card Program Policies and Procedures, immediately upon the request of the Purchasing Card Program Administrator, or my supervisor, or upon my transfer to a different department or upon termination of my employment at the University of Cincinnati.
7. I have reviewed and agree to stay current with the University of Cincinnati Purchasing Card Program Policies and Procedures Manual and will abide by all the requirements set forth in said manual.
8. I understand that the university is not responsible for any charges made on a P-Card that are found to be unauthorized, inappropriate, undocumented, or violate university policy and agree that I am solely responsible for such charges and will reimburse the university upon demand for any charges arising from such misuse.
9. I am an employee of (please check one):  University of Cincinnati  
 University of Cincinnati Corporate Affiliate \* (see below)

My signature below indicates that I have read this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Purchasing Cardholder at the University of Cincinnati.

Cardholder Signature: \_\_\_\_\_ Date \_\_\_\_\_

Organizational Unit: \_\_\_\_\_ M.L. \_\_\_\_\_

**\*FOR UNIVERSITY OF CINCINNATI CORPORATE AFFILIATE CARD REQUESTS ONLY:**  
Cardholder will not use the card for corporate business. However, my signature below indicates that my corporation will be financially responsible for the purchasing transactions on this card and that the card will be used for university business only.

\_\_\_\_\_  
Corporate Business Administrator or Department Chair Signature – Print Name & Sign

\_\_\_\_\_  
Dean, College of Medicine (or designee) Signature – Print Name & Sign