

**PROCARD APPLICATION/AGREEMENT FORM**  
**ISSUED BY CALIFORNIA STATE UNIVERSITY, FRESNO**

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Card Manual (the "Manual") provided, and as such Manual may subsequently be revised. I acknowledge receipt of the Manual, and confirm that I have read and understood its terms and conditions. I understand the California State University, Fresno (the "University") is liable to the Bank for all charges made by me.

As the holder of a Procurement Card ("ProCard"), I agree to accept responsibility for the protection and proper use of it as outlined in this Agreement and the Manual. I understand that the University will audit the use of my Procurement Card. I understand that I cannot use the Procurement Card for the restricted commodities or prohibited uses listed on the back of this Agreement. I understand that commodities, where University Master Agreements are in place, must be purchased from the University's contract suppliers.

I further understand that improper use of the ProCard may result in disciplinary action up to and including termination of employment. Should I fail to use the ProCard properly, I authorize the University to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the University to collect any amounts owed by me, even if the University no longer employs me. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the University in such proceedings.

I understand the University may terminate my rights to use the ProCard at any time for any reasons. I agree to return the ProCard to the University immediately upon request or upon termination of employment.

Please Print

Cardholder Name \_\_\_\_\_

Cardholder E-Mail Address \_\_\_\_\_ @csufresno.edu

Department Name \_\_\_\_\_

Department Street Address \_\_\_\_\_

Mail Stop and Zip Code      M/S                      93740- \_\_\_\_\_

Cardholder Phone #      559.278. \_\_\_\_\_

Last four digits of Soc. Sec. #      XXX-XX- \_\_\_\_\_

Single Transaction Limit      \$ \_\_\_\_\_

Monthly Credit Limit      \$ \_\_\_\_\_

Approving Officer's Name \_\_\_\_\_

Approver's E-Mail Address \_\_\_\_\_ @csufresno.edu

PeopleSoft Chartfields	Fund	Org	Prog	SubClass
_____	_____	_____	_____	_____

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

Approver's Signature \_\_\_\_\_

Alternate Approver's Signature \_\_\_\_\_

### **Restricted ProCard Purchases**

The following is a representative list, and is not intended to be all-inclusive. If you are not sure your purchase is allowed, please contact the ProCard Administrator before you acquire any product.

Airline Tickets  
Alcoholic Beverages  
Ammunition/Firearms  
Animals and Animal Related Products  
Automotive Gasoline and Oil  
Bottled Water  
Capital Equipment  
Car Washes  
Cash Advances, Cash Refunds  
Catering Services  
Cellular Phones and Service  
Computers  
Consulting Services, Instructors and Guest Speakers  
Controlled Substances  
Food and Food Related Products and Services (Hospitality)  
Furniture  
Hotels, Motels and other Lodging Expenses  
Meals, Travel or Entertainment Expenses  
Office Decorations  
Office Supplies (Use Office Depot Contract)  
Pagers  
Paper (Use University Warehouse)  
Party Favors  
Personal Items  
Postage and Postage Stamps  
Prescription Drugs  
Radioactive/Hazardous Materials  
Rental Agreements  
Restaurants  
Services and Service Agreements (Annual Maintenance Contracts)  
Silk Plants  
Vehicle Repairs