



UNIVERSITY OF NOTRE DAME

PROCUREMENT CARD POLICIES AND PROCEDURES

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<http://procard.nd.edu>

procard@nd.edu

**UNIVERSITY OF NOTRE DAME
PROCARD POLICIES AND PROCEDURES****Table of Contents**

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I. INTRODUCTION

The University of Notre Dame Procurement Card (“Procard”) is designed to provide an efficient way to process low dollar (generally less than \$1,500) orders of University business-related goods and services. Qualified departmental purchases within a predetermined purchase limit can be charged directly to the Procard. All Procard purchases are billed centrally to the University and paid to the card sponsor, JPMorganChase MasterCard. Charges are then uploaded directly to the cardholder’s budget unit.

The Procard program transfers purchasing authority directly to the cardholder. Rather than require a purchase requisition and purchase order, the Procard enables departments to quickly and conveniently purchase goods and services from any vendor that accepts MasterCard. Unlike the American Express Corporate Card, where cardholders may charge business and personal expenses to their AMEX card (because they personally pay the total bill and seek reimbursement for business expenses), the Procard *can only be used for business expenses*. Since Procard charges are paid directly by the University, no reimbursement to the cardholder is required.

This program provides many benefits to departments and the University, for example:

- ▶ Cardholders can obtain goods and services quickly and efficiently by dealing directly with vendors;
- ▶ Cardholders need not use personal funds for purchases;
- ▶ Purchase requisitions or check requisitions are not required on Procard purchases;
- ▶ Petty cash funds are not necessary to cover Procard purchases;
- ▶ The number of purchase orders, invoices, check requisitions, and checks processed are significantly reduced on a University-wide basis; and
- ▶ Faculty and staff can better focus on value-added activities for the University.

If you have questions regarding these Policies and Procedures, or the Procard program in general, please contact the Procard Administrator at 631-4645 or procard@nd.edu

II. PROCUREMENT CARD PROGRAM

A. How it works

The Procard simplifies the purchasing and payment process by permitting certain faculty and staff to place orders directly with vendors using a MasterCard—similar to a personal credit card transaction. However, the cardholder does not receive a monthly invoice and is not required to process the payment. Instead, the University receives a detailed summary billing each month for all Procard transactions and pays this bill directly. Cardholders access the detail of their Procard charges on-line and verify the accuracy and classification of the charges. Cardholders also keep copies of all purchase supporting documentation and record the related business purpose of the expenditures.

Each Procard is assigned to an individual and associated with a University Banner Financial System code (**FOAPAL**). All charges are recorded to the default FOAPAL, unless the cardholder directs the charge to another expense code. This is done via PVS Net (see *On-line charge review using PVS Net* on page 6).

By using the Procard, the cardholder avoids many of the administrative procedures usually required with departmental purchases: purchase requisitions, purchase orders, invoices, receiving reports, and/or check requisitions.

B. General Guidelines

The following guidelines should be observed regarding proper use of the Procard in conjunction with the University's procurement policies and procedures. For further information about these policies, please contact Procurement Services at 631-4BUY, or <http://buy.nd.edu>.

- ▶ Procards should not be used to circumvent the University's strategic vendor relationships. Procards may be used for purchases from non-strategic vendors only if a strategic vendor can not provide the product. A list of the University's strategic vendors can be found at <http://buy.nd.edu>.
- ▶ Employees enabled to use *buyND* (the University's eProcurement system) should utilize on-line catalogs for purchasing needs rather than using Procards on vendor Web sites.
- ▶ Procards should only be used to purchase services if the services are being performed outside of University property or, if performed on University property, the vendor has a contract and/or current insurance certificate.

C. Eligibility for a Procard

Only **full-time** faculty and staff are eligible to receive a Procard. *Students (graduate or undergraduate) are not eligible.* It is not necessary for every eligible departmental employee to receive a Procard—typically it should be the individual(s) who make the majority of departmental purchases. To obtain a card, an individual must:

- ▶ Complete the Procard Application. The application must be approved by the applicant's supervisor and/or budget administrator;
- ▶ Personally attend a Procard Orientation Session; and
- ▶ Sign a Procard Cardholder Agreement Form.

Since the Procard is a University credit card, approval is not contingent on, nor will it impact, the cardholder's personal credit history.

The cardholder is required to read the *Procurement Card Policies and Procedures* and adhere to all guidelines therein. Cardholders must also have an active Notre Dame e-mail account.

The Procard may only be used by the individual whose name appears on the card. Cards and card numbers must be safeguarded against use by unauthorized individuals within or outside the University.

Note: A University Procard is not a benefit of employment. The University reserves the right to terminate individual Procard privileges at any time, with or without cause.

D. **Applying for a Procard**

Eligible University faculty and staff who would like to apply for a Procard should complete the Procard Application/Maintenance Form on page 15. The form is also available from <http://procard.nd.edu>.

E. **Cardholder responsibilities**

Once approved, the cardholder will receive a Procard assigned to him/her and the card will be associated with a default FOAPAL. The cardholder is responsible for the propriety of all charges made to the card and may not assign a card or card number to an unauthorized person.

Note: Since the Procard is paid directly by the University; it is to be used only for University expenses. **Use of the Procard for personal or non-business related expenses is strictly prohibited.**

Charges for home office or alternate work site expenses must be approved in writing by the cardholder's supervisor and, as applicable, Human Resources.

1. *On-line charge review using PVS Net*

Cardholders access information about their Procard charges on-line using a Web browser. The application, PVS Net (<http://pvsnet.procard.com>), provides cardholders the ability to monitor card activity, direct purchases to the proper FOAPAL(s), run reports, and access the detail of certain purchases. These activities are available anytime and anywhere you have an internet connection.

For more information about PVS Net, see the *PVS Net User Guide*, available from the Procard Web Site (<http://procard.nd.edu>).

a. E-mail notification

Each day the Procard is used, the cardholder will receive an e-mail generated by the PVS Net system detailing all Procard charges for that day. The notice will typically come one or two days after the transaction, and will include the date, merchant name, amount, and default FOAPAL charged for each transaction.

Following receipt of the e-mail notification, the cardholder should log on to PVS Net to review all outstanding transactions.

Note: The transaction e-mail notification has two signature lines at the bottom of the page. *It is not required to have these notification e-mails signed.* Only the e-mailed monthly reconciliation worksheet requires cardholder and supervisor signature. See Monthly Reconciliation, below.

b. Accept/dispute charges

Cardholders must review each charge to their Procard. Disputed charges should be communicated to the Procard Administrator to coordinate followup with the merchant and/or JPMorganChase.

c. FOAPAL distribution confirmation/change

While all Procard charges will be directed to the card's default FOAPAL, PVS Net provides an easy way to change the FOAPAL for any transaction. PVS Net also enables cardholders to split transaction charges among up to 20 FOAPALS.

The Controller's Office will upload Procard transactions to the general ledger each Friday. The charges uploaded will be for the previous week (e.g., outstanding charges through the week ended Friday the 7th will be uploaded on Friday the 14th).

Once charges are recorded in the general ledger, the cardholder must submit a journal entry to Accounting and Financial Services in order to transfer a charge to a different FOAPAL.

2. *Purchase documentation*

Cardholders now have the authority to directly purchase specific goods and services on behalf of University units. However, this privilege also carries the responsibility to maintain adequate documentation for all transactions on the card. The documentation should support the description, price, and quantity of the item(s) ordered. Further, it should attest to the receipt of the good(s) and its propriety for University business purposes.

Some vendors may not provide itemized detail (descriptions, quantities, unit prices) on their sales receipts. In such cases the cardholder must obtain documentation of this detail through order forms and/or packing slips. Again, this itemized documentation should include descriptions, quantities and, if possible, unit prices.

Verification documents (see examples below) should be retained and stored in the Procard Envelope—one envelope per month. Procard envelopes are maintained by the cardholder (see section II.D.3.c.—File Procard Envelopes). To obtain more envelopes contact the Procard Administrator at 631-4645 or procard@nd.edu.

Examples of appropriate verification documents are:

- ▶ Detailed sales receipts;
- ▶ Confirming order forms or applications;
- ▶ Service reports when service is provided by a vendor; and/or
- ▶ Detailed packing slips.

Original documentation should be included—copies are generally not acceptable. However, should only a copy be available, this fact must be documented and approved by the cardholder's supervisor.

3. *Monthly reconciliation*

Each month, all Procard holders are required to reconcile Procard purchase documentation to the total recorded via PVS Net. Reconciliations should be for the monthly period ended on the 25th (the Procard monthly cycle is the 26th through the 25th).

a. Match Procard account monthly statement charges to verification documents

Cardholders will receive a monthly Procard account statement via e-mail for each Procard, usually by the 27th of each month. Each purchase listed on the statement must be supported by the applicable verification documents to ensure all charges are appropriate. The monthly account statement should be signed by the cardholder and supervisor. Again, the documentation must support the business purpose of the transactions. ***If the business purpose may not be easily determined from the verification documents, a brief written explanation should be included.***

b. Complete the Procard reconciliation

The cardholder must review and reconcile the monthly statement using the reconciliation sheet printed on the outside of the Procard envelope. The Procard envelope, including the signed monthly statement, verification documents, and completed reconciliation, must be submitted to the cardholder's supervisor for review and approval within one week of month end.

c. File Procard envelopes

All Procard envelopes must be maintained on file in the department for **four** complete fiscal years, unless a longer retention period is specified by a federal grant or contract.

Procard envelopes are subject to audit by Audit & Advisory Services at anytime.

New Cardholders: Completed Procard envelopes should be sent to:

**Audit and Advisory Services
402 Grace Hall**

for the **first four months of activity after card issuance.** Following this period, the envelopes will be returned to the cardholder for retention.

*Please note while you are not required to send Procard envelopes to Audit beyond the first four months, you are required to complete the review/reconciliation steps outlined in a. - c., above, for **each** month there is activity on your Procard.*

d. Misuse of Procard privileges

The Procard is to be used for business purposes only; **personal charges of any kind are strictly prohibited**. Improper use of the Procard may result in disciplinary action up to and including termination of employment. In the event of improper charges to the Procard, the University will seek restitution from the cardholder. Repayment may include deductions from wages or other amounts payable to the cardholder or may require other steps necessary to permit the University to collect any amounts owed by the cardholder.

4. *Lost or stolen cards*

Lost or stolen Procards must be reported **immediately**. The University is liable for all Procard transactions until a card is reported lost or stolen, so time is of the essence. In such cases, **cardholders must promptly phone JPMorganChase at (800) 316-6056** (representatives are available 24 hours a day, 7 days a week), call or e-mail the Procard Administrator at 631-4645 or procard@nd.edu.

F. **Responsibilities of supervisor or budget administrator**

Although the cardholder has purchase authority on the assigned FOAPAL, the Supervisor or Budget Administrator (as appropriate) retains responsibility over the budgeted funds. In order to ensure proper oversight over University funds, Supervisors of Procard holders must:

1. *Review and approve purchase documentation*

As discussed above, the cardholder's supervisor/budget administrator (as appropriate) must review and approve the monthly reconciliation and supporting purchase documentation for each Procard. This monthly review should include:

- ▶ Review and sign the monthly Procard Reconciliation Sheet (on the outside of the Procard envelope) within one week of receipt from cardholder. Investigate any unexplained, unusual or significant reconciling items;
- ▶ Review and sign the monthly statement within one week of receipt from the cardholder. Ensure appropriate supporting documentation (as discussed above) has been included; and
- ▶ Ensure completed Procard envelopes are properly filed in the department and maintained on file for **four** complete fiscal years (or longer, if required by a federal grant or contract).

2. *Report termination of cardholders*

Upon the termination of a Procard-holding employee, the supervisor must:

- ▶ immediately notify the Procard Administrator of the termination;
- ▶ obtain the Procard and return it to the Procard Administrator; and
- ▶ secure Procard envelopes from terminated employee to ensure proper record retention.

G. Predetermined transaction limitations

In order to prevent misuse of the Procard, each card has transaction limits. These controls, which may vary by card, include:

- ▶ Single purchase limit. Multiple charges or splitting a transaction to purchase a single item exceeding the purchase limit are not permitted;
- ▶ Monthly spending limit;
- ▶ Limits on the number of transactions per day;
- ▶ Limits on the number of transactions per month; and
- ▶ Restricted merchant codes. (See Restricted transactions below)

When a vendor processes a transaction, it is approved or declined based on the above criteria associated with that Procard. The University Procard is intended to be a flexible tool for departmental procurement. If a Procard's limits constrain its effectiveness for departmental use, please have the supervisor/budget administrator contact the Procard Administrator at procard@nd.edu.

H. Allowable transactions

Except for certain restricted transactions (see following section), the Procard may be used for all departmental purchases, within the card limits. Typical uses of the card include the purchase of office supplies and services, office equipment, flowers, refreshments for office meetings, conference fees, and professional organization dues. The Procard may also be used for purchases at Ave Maria Press and the Hammes Notre Dame (Follett) Bookstore.

1. *Follett Bookstore purchases*

The Procard may be used for departmental purchases from the Bookstore. *The Procard cannot be used for personal purchases from the Bookstore or any other vendor.* Cardholders should indicate that the purchase is a Notre Dame Procard purchase and ensure the appropriate departmental discount is applied (10% on text books, 20% on trade books, and 30% on other merchandise). The departmental discount should apply to all purchases made at the Bookstore.

2. *Office Depot purchases*

Notre Dame has entered into an agreement whereby Office Depot is the University's preferred vendor for office supplies. University departments may order supplies from Office Depot over the Internet with a Procard and have the order delivered to the department the next business day.

Contact Procurement Services at 631-4BUY to set up a Web account to purchase from Office Depot.

I. **Restricted transactions**

Upon issuance, most Procard accounts are set to reject certain unallowable charges.

In general, the Procard may **not** be used for the following purchases:

- ▶ Alcoholic beverages
- ▶ Animals and animal-related purchases
- ▶ Cash advances/travelers checks
- ▶ Catering services (where a signed contract is required)
- ▶ **Domer Dollars**
- ▶ **Home office/Alternative work site expenses** (unless approved in writing by departmental supervisor and Human Resources)
 - Furniture
 - Cell phone
 - Second phone line
 - Internet service provider–Broadband or DSL computer network connection
- ▶ Gasoline
- ▶ Gift certificates (except for nominal amounts to study participants)
- ▶ Personal items and services
- ▶ Prescription drugs and controlled substances
- ▶ Radioactive and hazardous materials/chemicals
- ▶ Telecommunications services, including cellular phones and related monthly charges
- ▶ **Travel and entertainment**, for example:
 - Airlines
 - Auto rentals
 - Hotels/Meeting rooms
 - Meals/Restaurants
 - Trains
 - Theaters, clubs
- ▶ Weapons and ammunition

Please note that Procard accounts can be tailored to the specific needs of each cardholder. Thus, allowable transactions can vary from card to card. Requests for exceptions should be made in writing to the Procard Administrator and approved by the cardholder's supervisor.

Where appropriate, restricted items may be purchased in accordance with established procurement and disbursement policies and procedures (purchase orders must be issued through Procurement Services, and disbursements processed through Accounts Payable).

Questions regarding restricted transactions should be directed to the Procard Administrator at 631-4645 or procard@nd.edu.

J. **Grant and contract expenditures**

Grant and contract expenditures can be made with the Procard. However, such purchases are limited to those costs that can be identified with a particular sponsored project and meet the specified criteria for direct costs:

- ▶ Reasonable and necessary for the performance of the project;
- ▶ Allocable to the project;
- ▶ Consistently treated in like circumstances as a direct charge to a project; and
- ▶ Allowable under OMB CIRCULAR A-21 (www.whitehouse.gov/omb/circulars/a021/a021.html).

Grant and contract expenditures must also comply with University policy—even if such policy is more restrictive.

Only Procard purchases that comply with award guidelines can be charged to a restricted Fund. When an expenditure is not allocable to the grant or contract, such expenditure should be charged to an unrestricted source.

K. **Sales tax exemption**

The University is exempt from sales tax in Indiana and many other states (including Illinois, Michigan, and Ohio). The University's Indiana sales tax-exemption number (0001809245 000 0) is imprinted on the Procard. The cardholder must provide this tax-exempt number to all vendors at the time of the transaction to ensure that no sales tax is charged. If sales tax is billed incorrectly to the cardholder's account, it is the responsibility of the cardholder to dispute the charge and obtain a credit for the sales tax paid.

The Tax Department publishes a complete list of states from which the University has obtained a sales tax exemption. The list, which includes the applicable tax-exempt number, may be obtained on-line at:

http://controller.nd.edu/forms/state_tax_exemption.pdf

If a vendor requires a tax exemption certificate, the cardholder can obtain one from the Tax Department. Please direct your questions or requests for forms to Rick Klee, Tax Director, at 631-3288, or klee.2@nd.edu. Please note the type of purchase and/or particular goods or services, and the vendor's complete mailing address and fax number.

Note: The University's tax exemption **does not** extend to personal purchases made by faculty and staff, even if the purchase will be reimbursed by the University (e.g., AMEX Corporate Card purchases). Use of the University's tax exemption for personal purchases is strictly prohibited.

L. **Placing an order**

The Procard may be used to purchase goods or services via phone, mail, the Internet, or at the vendor's place of business.

When placing an order, please:

- ▶ Provide your name as listed on the Procard;
- ▶ Identify yourself as a Notre Dame employee;
- ▶ Identify that you are making a "corporate" Procard purchase, and that the University directly pays for the purchase;
- ▶ Indicate Notre Dame's sales tax-exempt status and provide the Indiana tax-exempt number listed on the card (see below);
- ▶ Provide the MasterCard number and expiration date; and
- ▶ If applicable, provide your campus delivery address.

Occasionally, someone other than the cardholder may pick up an order. If the vendor asks this individual to sign the credit card receipt, he/she should sign and write "received by" on the receipt.

M. **Disputing a transaction**

The cardholder is responsible for all transactions charged to his/her Procard. Therefore, the cardholder must ensure receipt of goods and services and resolve any delivery problems, discrepancies or damaged goods with the vendor. Returns should be made directly to the vendor according to vendor requirements. The cardholder is responsible for ensuring that proper credit is posted for any returned items.

If the cardholder encounters erroneous charges, disputed items, unprocessed returns (credits), etc. on their Procard, it is the cardholder's responsibility to resolve the problem with the vendor. If the cardholder is unable to reach agreement with the vendor, they should contact the Procard Administrator at 631-4645 or procard@nd.edu and describe the nature of the problem, the date, and amount of the transaction. *Please note that vendors are not permitted to bill your Procard for purchases until the related items have been shipped.*

N. **Procard audits**

Audit and Advisory Services will conduct regular audits of Procard statements to ensure cardholders and their respective departments adhere to Procard Policies and Procedures. Exceptions noted during these audits will be communicated to the cardholder and his/her supervisor, and the Procard Administrator. These audits will assess adherence to University policies and will specifically examine whether:

- ▶ Procards are being used only by authorized cardholders for allowed University expenses;
- ▶ Documentation for all charges is appropriate and complete—especially documentation of business purpose;
- ▶ Charges are directed to appropriate general ledger FOAPALS;
- ▶ Account statements are being reconciled in a timely manner;
- ▶ Account statements are being reviewed and approved in a timely manner; and
- ▶ Sales tax is properly excluded on purchases.

Failure to adhere to Procard Policies may result in disciplinary measures including suspension or termination of Procard privileges, suspension or termination of employment, and/or legal action in accordance with the terms and conditions of the Cardholder Agreement Form.

New cardholders special audits

New Procard users are required to send their completed Procard envelopes to Audit and Advisory Services, 402 Grace Hall, for **the first four months of card use**. Following the four month trial, AAS will return to the envelopes to the cardholder. Completed envelopes should then be retained for four years, or longer if required by the grant/sponsoring agency.

Remember that reconciliation envelopes must be completed monthly, even after the initial four month trial ends.

O. **Canceling Procards**

To cancel a Procard, the cardholder or supervisor should contact the Procard Administrator at 631-4645 or procard@nd.edu. If outside regular business hours, please phone JPMorganChase at **(800) 316-6056** (representatives are available 24 hours a day, 7 days a week).

III. **PROCARD FORMS AND SAMPLE VERIFICATION DOCUMENTS**

The following forms are associated with the Notre Dame Procard program:

- ▶ Procard Application (Page 14)
- ▶ Procard Cardholder Agreement (Page 15)

UNIVERSITY OF NOTRE DAME PROCUREMENT CARD APPLICATION

Use this form to apply for a card

The University of Notre Dame Procurement Card ("Procard") program enables cardholders to quickly and conveniently purchase business-related goods and services directly from vendors that accept MasterCard. Use of the Procard requires the cardholder and his/her supervisor to assume responsibility for obtaining appropriate receipts and documentation. Please refer to the PROCUREMENT CARD POLICIES AND PROCEDURES (available at <http://procard.nd.edu>) for a complete description of cardholder and supervisor responsibilities as well as other important program guidelines.

Send the completed Procard Application to: Procard Administrator, 801 Grace Hall

Applicant Information *check one:* New cardholder Existing cardholder

Applicant/Cardholder Name N.D. e-mail address _____
Campus phone

Social Security Number _____
Date of Birth

Department _____
Department Address _____
Default FOAPAL

Supervisor Name* _____
N.D. e-mail address _____
Campus phone

*See PROCUREMENT CARD POLICIES AND PROCEDURES for specific responsibilities of the cardholder's supervisor.

Transaction Limit (subject to approval by the Procurement Card Administrator)

\$200 \$500 Other** \$ _____

**For requests in excess of \$500, attach a brief memo describing the type, frequency and amount of anticipated purchases.

Allowable Transactions (subject to approval by the Procurement Card Administrator)

While the Procard may be used for a wide variety of purchases, certain general restrictions apply (see Procurement Card Policies and Procedures). However, the card may be tailored to the specific needs of your department. If applicable, list and explain those general restrictions you wished to have waived or added for this Procard. For restrictions you wish to waive, indicate type(s) of purchases, business purpose, frequency, and typical amounts:

Approval

Applicant/Cardholder Signature _____
Date

Supervisor Signature _____
Date

Budget Admin. Signature (if different from Supervisor) _____
Date

NOTE: THIS AGREEMENT WILL BE COMPLETED WHEN YOU PICK UP THE PROCARD

**UNIVERSITY OF NOTRE DAME
PROCARD CARDHOLDER AGREEMENT**

I, _____, hereby acknowledge receipt of a University of Notre Dame Procard, card number _____. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Card Policies and Procedures (“Policies”) provided (and as it may subsequently be revised). I acknowledge receipt of the Policies and confirm that I have read and understand its terms and conditions. I understand that the University of Notre Dame is liable to JPMorganChase for all charges made by me.

As the holder of this Procard, I agree to accept responsibility for the protection and proper use of this card and to keep proper documentation for all purchases as outlined in this Agreement and the Policies. I understand that the University will audit the use of the Procard. I understand that I cannot use the Procard for the restricted commodities listed in the Policies. I understand that certain commodities, where University-wide agreements are in place, must be purchased from the contract suppliers.

I further understand that improper use of this 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 of Notre Dame to deduct from my wages or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to take any steps necessary to permit the University of Notre Dame to collect any amounts owed by me even if I am no longer employed by the University. If the University of Notre Dame initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University of Notre Dame in such proceedings.

I understand that the University of Notre Dame may terminate my right to use this Procard at any time for any reason. I agree to return the Procard to the University of Notre Dame immediately upon request or upon termination of employment.

APPLICANT:

Signature: _____

Date: _____

Print Name: _____

SSN: _____

Department: _____

Campus Phone: _____

Campus Address: _____