



I would like to apply for a:

PCARD

T&E CARD

CARDHOLDER (All fields mandatory)

Embossed
Name

Note: Will appear on card 20 characters maximum

Signature

Work Phone

UCID #

E-mail

Date

Note: Email must be a ucalgary.ca address

DEFAULT ACCOUNTING (Mandatory PCARD only)

Will be used to pre-populate PeopleSoft for reconciliation.

Chartfield

Fund

Dept ID

Internal

Project

Activity

RECONCILER (Optional)

- I have read, understood and agree to adhere to all requirements outlined in the Corporate Card Handbook, as updated from time to time: <https://www.ucalgary.ca/finance/finance-forms>

Reconciler
(Name)

UCID #

E-mail

Signature

Note: Email must be a ucalgary.ca address

REPORTS TO MANAGER *All fields mandatory

- I hereby authorize the above-noted employee the use of the University of Calgary Corporate Card.

Manager
(Name)

Signature

Date

DEPARTMENT APPROVER (applicant's hiring dept regardless of default provided above) *All fields mandatory

- I acknowledge that appropriate business controls and processes are in place to ensure compliance with the University of Calgary Corporate Card Program and assume overall responsibility for all purchases incurred within my department or faculty.
- I agree that all transactions will be charged to the department budget if the transactions are not reconciled and approved within the time frame set out in the Corporate Card Handbook.

NOTE: Department Approver must be the applicant's department budget owner.

Approver
(Name)

Dept ID #

Date

Signature

Submit the completed and signed Cardholder Agreement to: finance@ucalgary.ca

Please indicate your agreement by checking off the boxes on the left:

I am an active employee of the University of Calgary.

I hereby acknowledge that I am applying for a University of Calgary Corporate Card. I have read, understood and agree to adhere to all requirements established in this Cardholder Agreement and the Cardholder Handbook, as updated from time to time: <https://www.ucalgary.ca/finance/finance-forms>

The card is for University of Calgary (herein referred to as University) approved business purchases only, and will not be utilized to charge personal purchases.

My card shall be suspended or cancelled if I fail to meet these Terms & Conditions and Cardholder Handbook requirements.

If the card is lost or stolen, I will immediately notify Scotiabank Visa by telephone, and then notify finance@ucalgary.ca to advise of the situation.

I will surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons. At that point, no further use of the card is permitted by myself or others.

As the card is University property, all charges will be billed directly to, and paid directly by, the University. As such, the bank cannot accept any monies from me directly and any personal charges billed to my card could be considered misappropriation of University funds.

I understand that all purchases go into the general ledger and are reviewed for compliance with University policy. I will comply with internal control procedures designed to protect the University's assets and understand the applicable laws governing privacy and the use of personal information.

I will obtain a receipt/invoice for each purchase, and will reconcile the transactions and submit the paperwork in a timely manner as per the Cardholder Handbook.

I will review each monthly card statement, which reports all activity during the statement period. I am responsible for all charges on the card, and will resolve any discrepancies by either contacting the supplier or Scotiabank Visa within **15** days of the current statement.

I will protect the security of my card account by only transmitting the card information through secure websites, in person, or by telephone with trusted vendors. Email or fax transmission of my card information is strictly prohibited by the University for the security of the card and the protection of the University's financial assets.

I will purchase only allowable items within the default limits set on my card and will not circumvent these by way of splitting purchases.

If I assign another individual to reconcile on my behalf, I remain responsible for card usage and deadlines. I will provide the reconciler with adequate information in order to complete reconciliation in a timely manner, including the monthly statement and all applicable invoices and receipts for the charges.

Prior to submitting this application, I acknowledge I have read and understand the University of Calgary [Code of Conduct](#) and [Procedure for Conflict of Interest](#) and have completed a [Conflict of Interest disclosure](#). I acknowledge that a Conflict of Interest will be completed annually and will promptly report any potential, perceived or real conflicts of interests as any new situations arise.

**I understand and agree to the Terms and
Conditions above. (Applicant signature required)**