

## Appendix 3 New application

### Employee Agreement

**Complete, including 2 signatures, and HoS/F to forward with Appendices 1 and 2 to [purchasecards@reading.ac.uk](mailto:purchasecards@reading.ac.uk). The card will not be issued until the declaration has been signed by all appropriate parties.**

#### **I agree to comply with the following terms and conditions of card use:**

1. I understood that I am being entrusted with a corporate purchase card and will be making financial commitments on behalf of the University of Reading.
2. I understand that the University of Reading is liable to the card provider for all the charges made on the card.
3. I agree to use this card for the University of Reading business purchases only and agree not to charge personal purchases to the card. In the event that I unintentionally charge personal item(s) to the card, I will notify my Manager and the Administrator immediately and reimburse the University. If I fail to reimburse the University within 2 weeks of the transaction, I hereby give authority for the amount to be deducted from my salary.
4. I agree to place orders only with suppliers on the Contracted Supplier List, or after consultation with the Procurement Department prior to the purchase.
5. I understand that the University of Reading will audit the use of this card and report and take appropriate action on any discrepancies.
6. I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use privileges or any other disciplinary actions, including termination of employment.
7. I have received a link to the Purchasing Card Manual, I understand the conditions of the card's use and I undertake to comply with all requirements.
8. I agree to provide a mobile phone number that is solely used by myself in order to have a purchase card issued.
9. I agree to cut the card up upon termination of employment, including retirement. Should any organisational change cause my purchasing requirements to change, I agree to my card being closed or seek authorisation to continue use.
10. If the card is lost or stolen I agree to notify Barclaycard immediately by telephone and notify the University by email to [purchasecards@reading.ac.uk](mailto:purchasecards@reading.ac.uk) as soon as possible thereafter.

Full name (in capitals).....

Employee signature..... Date.....

#### **Head of School/Function:**

Name (capitals).....

signature..... Date.....