**Qatar University Cardholder Agreement Form**

Qatar University is pleased to provide you with an P-purchasing card. This P-card is a representation of the University's confidence in you and your empowerment as an accountable employee of the University to preserve and to maintain Qatar University’s assets. This agreement is executed between the card holder and Qatar University.

In order to receive your e-card you must consent to the below Agreement terms:

* I understand that the use of the P-purchasing card for personal purchases is strictly prohibited and unauthorized. Therefore, I will not utilize the e-purchasing card, under any circumstances, for personal use.
* I understand that my use of the P-purchasing card will be audited.
* I further understand that improper use of this purchasing card may result in disciplinary action.
* Should I fail to employ the P-purchasing card properly, I acknowledge that I am responsible for the repayment of all such purchases and that my wages may become subject to deductions.
* I also acknowledge that Qatar University is entitled to collect any amounts owed by me even if I am no longer employed by the University.
* I realize that this P-card will be utilized in accordance with Qatar University policies and procedures.
* If Qatar University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by Qatar University in such proceedings should such legal proceedings be resolved in favor of Qatar University.
* I understand and guarantee to maintain a purchase log sheet to provide complete, accurate and original documentations and receipts of purchases and for reconciliation of the monthly statement, and to provide the finance department with a detailed allocation sheet. This log sheet must be approved by the department head or Dean.
* I am aware that I should maintain all records of P-Purchasing Card approved or disapproved requests for two years.
* Should my P-card be lost, stolen, or damaged, this fact must be reported to the Qatar National Bank immediately and then to the Finance Department at Qatar University.
* I understand that Qatar University may terminate my right to use this P-purchasing card any time for any reason. I agree to return the P-Card to the Finance Department of Qatar University immediately upon request or upon termination of employment.

I hereby acknowledge acceptance of the terms and conditions stated above and certify that the ID number stated in this agreement is mine.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge receipt of a Qatar University e-purchasing card no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and, with the last four digits\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Department/College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Cardholder Details:**

Cardholder ID no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Cardholder Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.