

WESTERN OREGON UNIVERSITY DEPARTMENTAL PROCUREMENT CARD AGREEMENT

I, _____ the Budget Authority, hereby request Departmental Purchasing Card(s). I, _____ the Card Holder, hereby agreed to accept this responsibility. As the card(s) budget authority or card holder (respectively) I agree to comply with the following terms and conditions regarding use of the card(s) along with WOU Purchasing Policy.

1. I understand and will adhere to the policies and procedures governing the use of Departmental Procurement Cards.
 2. I understand that my department is liable to US Bank and the university for all charges made on the cards.
 3. I authorize the buyers listed below to use the Card(s) for approved purchases only and agree not to charge personal purchases.
 4. I agree to return the Card(s) immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my department to likewise change, I also agree to return the Card(s) and arrange for replacement, if appropriate.
 5. If a Card is lost or stolen, I agree to notify the Program Administrator and US Bank immediately.
 6. Further I agree to abide by the university Code of Ethics and that the agreement lasts in perpetuity of employment and/or state of Oregon law changes:
 - a Give first consideration to the objectives and policies of Western Oregon University;
 - b Strive to obtain the best value for expenditures;
 - c Fairly consider prospective contractors/vendors insofar as state or federal statutes and institutional rules and policies require;
 - d Conduct business in an atmosphere of good faith;
 - e Demand honesty in representation made by prospective contractors/vendors;
 - f Promote competition by encouraging the participation of Oregon businesses, emerging small and minority-owned and women-owned businesses, and Qualified Rehabilitation Facilities;
 - g Comply with the applicable provisions of ORS Chapter 244 and other applicable rules and policies on conflict of interest that may be more restrictive, including declining personal gifts or gratuities from any current or potential supplier of goods or services to Western Oregon University;
 - h Refrain from having financial interests incompatible with the impartial, objective, and effective performance of duties. Activities that may create a conflict of interest must be addressed in accordance with the procedures outlined in Western Oregon University's Internal Management Directives and other applicable rules and policies;
 - i Receive the written consent of the originator of proprietary ideas and designs before using them;
 - j Foster fair, ethical, and legal trade practices; and
 - k Execute the Western Oregon University's Conflict of Interest Statement before any person may participate in the evaluation or selection of a contractor or vendor under a Formal Procurement process.
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Card Holder/ Custodian _____ Date _____
(Signature)

Card Holder/ Custodian _____ V# _____
(Please Print)

Budget Authority _____ Date _____
(Signature)

Budget Authority _____ V# _____
(Print)

Department Name (Do not abbreviate) Primary Billing Index

Department Division (If not applicable use N/A)

BUDGET AUTHORITY CANNOT BE A CARD USER

By signing below I understand and agree to the policies and procedures governing the use of Departmental Procurement Cards.

AUTHORIZED BUYER (Please Print)

SIGNATURE OF BUYER & DATE

***** Every time a new buyer is added a copy of this form MUST be provided to the Program Administrator prior to the person completing any transaction on the card*****