

**THE UNIVERSITY OF TEXAS AT DALLAS  
MASTERCARD PURCHASING CARD PROGRAM  
CARD REQUEST**

The University of Texas at Dallas is pleased to present you with the opportunity to obtain a Purchasing Card to be used for official UTD business purposes only. It represents the University's trust in you as an account manager and designation as responsible agent to safeguard and protect UTD's assets.

I, \_\_\_\_\_ am hereby requesting a Mastercard Purchasing card. I have signature authority of at least \$1000.00 for the default account given and I understand and acknowledge the responsibility of the Purchasing Card Program.

I will attend a training session before obtaining the Mastercard Purchasing Card.

**I agree to use this card for UTD approved purchases only and agree not to charge personal purchases.** I understand that UTD will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including **termination** of employment and will allow UTD to use all lawful means to collect any and all amounts that UTD deems are owed.

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

I understand that my single purchase limit is \$1000, including freight, and my spending cycle limit is \$15,000.

CARDHOLDER:

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

Mail Stop: \_\_\_\_\_

Last 4 digits of SS#: \_\_\_\_\_

Cardholder Supervisor's Signature: \_\_\_\_\_

Default Account Number: \_\_\_\_\_

Email address: \_\_\_\_\_