Authorized Use

The Cardholder is Accountable

The Purchasing Card that the Cardholder receives has his/her name embossed on it and shall only be used by the Cardholder. No other person is authorized to use that card. The Cardholder may initiate transactions on behalf of others in his/her department; however, the Cardholder is responsible for all use of his/her card.

It is the Cardholder's responsibility to be aware of his/her own sponsor's rules and guidelines and make only appropriate purchases. Questions concerning the types of expenses allowed on sponsored accounts should be directed to the Principal Investigator or the Director of Sponsored Programs.