Procurement Card Administration 820 N. Michigan Ave. Suite 1303 Chicago, IL 60611 (p) (312) 915-8750 (f) (312) 915-8705

ProCard Approver Agreement

My signature below indicatesymacknowledgement of and magement to the responsibilities associated with my role as a Loyola University of Chicago ("C") procurement card ("ProCard") approver:

- x I will comply with the terms and contions of this Procard Approver Agreement and UC's ProCard Policy and Procedure Manual, Travel & Busines permse Policy and all centrapplicable LUC policies and procedures (the "Policies").
- x I will coordinate ProCard application for all LUC ProCard users under my supission ("Users"), confirm that all Users have signed LUC's Pacurement Card—Employee/Cardholder Agreement and establish and communicate any necessary departmental or division guidelines or puressed for ProCards.
- x I will review ALL ProCard transactions of all Users and confirm that ALL ProCardhauses and expenses have a detailed and valid business purpose provided in PNC ActivePay prior to a download.
- x I will notify the ProCard Administration ("PCA") of any User terminations or traffers (within LUC departments) and monital communications that are prided by PCA.
- x I will ensure any suspecterdisuse, fraud, or any incoinstencies are reported immediately to both the PCA and the User's applicable deepment or division management (e.g., Vice President, Otheranjor Manager).
- x I will ensure the correct Account unit and Account Code will beassigned to ALL ProCard transactionsprior to a download.
- x I will ensure the cardholder will submit validand complete mothly documentation in a timely manner.
- x I understand that any transaction with approval in 9,6\$ 6150 60 DsU/erlified and in compliance with the Policies. I agree to assumes ponsibility for that purchase.
- x I understand that failure to follow any of the above listed teameds conditions or misuse of the Prance in any manner may result in:
 - o Revocation of the prilege to approve/review User transactions;
 - o Disciplinary action; and/or
 - o Suspension of the ProCard, re-training PootCard duties and/or, in some cases, termination of employment and legal action.

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Name (Please Print)	Signature	Date