

Weber State University Purchasing Card Reconciler's Agreement

Weber State University ("University") is pleased that you will be involved in the Purchasing Card ("Card") program. This Card represents the University's trust in you to protect its assets through supporting proper use of the card.

I, the undersigned, hereby acknowledge that I will be responsible for the following:

1. Reviewing transactions in a timely manner and reallocating the purchases to other accounts/subcodes as needed.
2. Verifying that receipts and other appropriate supporting documentation are on file for all purchases.
3. Assisting cardholders with disputed transactions.
4. Notifying the Purchasing Card Coordinator of any suspected inappropriate or fraudulent card use.
5. Notifying the Coordinator by submitting the appropriate forms when changes in cardholder information occur (such as cardholder's name, default account number, name of the reconciler, etc.).

As an authorized reconciler I agree to comply with the terms and conditions of this Agreement, with the provisions of the University Purchasing Card User's Guide ("Guide"), and with all applicable policies and procedures. I acknowledge receipt of the Guide.

I understand that failure to promptly report improper or fraudulent use of a Card may result in disciplinary action, up to and including termination of employment.

I HAVE READ THE ABOVE INSTRUCTIONS AND I UNDERSTAND THE
CONDITIONS OF THIS AGREEMENT. (Initial) _____

Signature of Reconciler: _____ Date: _____

Print Name: _____

Department: _____