



PROCUREMENT CARD RECEIPT FORM

The card status or type checked below is an explanation of why you have received this card:

Replacement/Lost Stolen

Renewal*

I _____ have received this Visa Procurement Card on
(Print Name as shown on card)

this _____ day of _____, 20_____.
(Month) (Year)

*RENEWAL Cardholders will need to complete training tutorial before their purchasing card expires at the end of the expiring month. To schedule a tutorial send request to pcard@uah.edu.

(Cardholder Signature)

(last 4 of the Card number)

Cardholders, must initial the paragraphs below:

_____ I shall comply with the terms and conditions of the previously signed Cardholder Agreement and with all of the provisions of the University Procurement Card Manual (“Manual”). I acknowledge previous receipt of a copy of the Manual and confirm that I have read, understand, and made myself familiar with all of its terms and provisions. I understand that when I make purchases using the Card, I make the University liable for those purchases in accordance with its agreement with Bank of America.

_____ Date: _____
(Procurement Card Representative)