



UPS EMPLOYEE AGREEMENT

This agreement is exclusively for the UPS payment process. An actual card will not be issued. Georgia Tech's Pcard Administrator will assign card numbers to UPS and the employee will receive notification of charges via the PCard WORKS program.

NOTE: If you only need shipping privileges on an existing UPS PCard, this form is not necessary. Contact your PCard Coordinator with questions.

I _____, hereby acknowledge receipt of a Georgia Institute of Technology ("the Institute") Procurement Card ("PCard"), which is a Visa card issued by Bank of America ("Card Issuer"), that will only be used to acquire materials and supplies for the Institute. I agree to comply with the following terms and conditions relating to my use of the PCard.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the PCard Policies & Procedures Manual. I have received a copy of the Manual and confirm that I have read and understand its terms and conditions.
2. I understand that the Institute is liable to Card Issuer for all charges I make on the PCard.
3. I agree to use the PCard for authorized official business purchases only and agree not to charge personal purchases. I authorize the Institute to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance of my wages. In such event, I expressly authorize the Institute to deduct such cost from my wages to the extent allowed by law.
4. I agree to notify the Institute's Procurement Card Administrator at 894-1009 or pcard.ask@business.gatech.edu if my Institute address changes.
5. If the PCard is lost or stolen, I will immediately notify the Card Issuer at 1-888-449-2273. I will confirm the telephone notification by mail or facsimile as described in the Manual. I will provide a copy of this notice to my unit Procurement Card Coordinator.
6. I understand that improper or fraudulent use of the PCard may result in disciplinary action, up to and including termination of my employment. I further understand that the Institute may terminate my right to use the PCard at any time for any reason.
7. I agree to surrender the PCard immediately upon request or upon termination of employment for any reason.

Acceptance this _____ day of _____

Employee's Signature

Department Name and Number

Employee's GA Tech E-mail Address

Techworks Employee Number

Department Head Signature

Department Head Name – Printed

Employee's GA Tech Telephone Number

Building/Street Address

Name of Previous Shipper

Default Project ID Number

City, State, Zip

INSTRUCTIONS: Please submit this original form to the PCARD office, c/o Business Services, MC0300 only after all of the blanks are completed.