

USER/SUPERVISOR STATEMENT OF RESPONSIBILITY

Texas AgriLife Research

Texas AgriLife Extension Service

In the utilization of the purchasing card software, there are several changes, revisions, and reports that may be made to the account to which I have access. Changes and revisions including funding sources and/or the object (expense) codes as well as report generation are examples of the capabilities of the software. In making changes or revisions, I accept the responsibility of knowing that the changes are allowable within the funding sources and the funds are available. I also accept the responsibility of keeping the reports and information confidential.

I understand, accept and will complete training relating to the responsibilities as a User/Supervisor of the purchasing card software provided to me by the bank and Texas A&M AgriLife. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action.

Signature

Date

Printed Name

Phone Number

Department/Unit Name

Email Address

To assist in correct access set-up, please give a name of a cardholder that you need to see using the purchasing card software.

Please Print

As supervisor of the employee listed above, I grant authorization for the use of the purchasing card software, as intended, to this employee. Errors and/or omissions shall be corrected promptly to assure payment is made in a timely manner. This authorization is not transferable without my expressed written permission.

Dept./Unit Account Signer Signature

Date

Printed Name