



**University Corporation at Monterey Bay
& CSUMB Employee Housing, Inc.**

Acknowledgement of Responsibility for University Corporation Procurement Card

To: University Corporation at Monterey Bay
Purchasing Department
100 Campus Center, Building 201
Seaside, CA 93955
Phone: (831) 582-3396

The Procurement Card number _____ has been assigned to me. I hereby acknowledge that I am responsible for the security of the card and for the appropriate use of this card for University Corporation business purchases. Furthermore, I have received training, as necessary, from the University Corporation Purchasing staff and have read and understand the University Corporation of

I understand that this card is valid while I am employed in this department and that if I transfer to another department or terminate my employment I must relinquish this card to either the approving official of the card, or the University Corporation Purchasing Department.

Printed Name

Signature

Department

Date

Revised 3/2007