



CARDHOLDER PROCUREMENT CARD

TERMINATION AGREEMENT

I hereby terminate my right to use the University of Houston-Clear Lake (UHCL) Citibank® Procurement Card (P-Card) that is issued in my name. I have returned my P-Card to a UHCL PCard Administrator.

I certify that I have used this card for University of Houston-Clear Lake approved purchases only and have not used it to charge personal purchases. I understand that the University of Houston-Clear Lake will audit the use of this card and report any discrepancies.

I understand that improper use of this card may result in criminal prosecution. I also understand that thefts of property by public employees, by virtue of their employment, that would ordinarily be considered misdemeanors may be considered state jail felonies (Texas Penal Code, Section 31.03). I agree to repay the University any amounts owed by me resulting from improper use of this card even after I am no longer an employee of the University.

Cardholder Signature: _____ Date: _____

Cardholder Name (Print): _____

Department/College/Division: _____

I have received the above-mentioned P-Card.

UHCL P-Card
Administrator Signature: _____ Date: _____

P-Card Administrator Name (Print): _____