



Appendix 3 New application

Employee Agreement

Complete, including 2 signatures, and HoS/F to forward with Appendices 1 and 2 to purchasecards@reading.ac.uk The card will not be issued until the declaration has been signed by all appropriate parties.

I agree to comply with the following terms and conditions of card use:

1. I understood that I am being entrusted with a corporate purchase card and will be making financial commitments on behalf of the University of Reading.
2. I understand that the University of Reading is liable to the card provider for all the charges made on the card.
3. I agree to use this card for the University of Reading business purchases only and agree not to charge personal purchases to the card. In the event that I unintentionally charge personal item(s) to the card, I