
Agreement

NU Procurement Card Cardholder

This letter is to be executed by an authorized/approved purchaser within schools/departments. The letter is a Microsoft Word document that can be filled out electronically and printed. If you need an official copy of the State of Illinois letter faxed to a vendor, please contact Purchasing Resource Services. _____

All Procard _____ in a timely manner. It should be verified that the purchase was appropriate and adhered to purchasing policies. **Cardholder supervisors, who are closest to understanding the exact nature of the purchases, are best suited to review the transactions. Supervisors should familiarize themselves with NU purchasing policies. Training information on purchasing can be found on the [FFRA webpage](#).** The Procard office should be contacted if inappropriate purchasing is identified.
