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**PURCHASING CARDHOLDER AGREEMENT/APPLICATION
PURDUE UNIVERSITY CARD PROGRAM**

Card Name: _____
(21 Character Limit, including spaces and campus for Dept. Card as Last Name)

Indicate Campus (check appropriate box):

IPFW PNW - Hammond PNW - Westville WL

Campus USPS Mailing Address: _____

City: _____ State: _____ Zip: _____

For Additional Information, Contact: _____

Name

Phone

As holder of this Purchasing Card, I agree to accept responsibility for the protection and proper use of this Purchasing Card as detailed in the cardholder manual. **(Employee Named cards must also sign Liability Agreement.)**

Signature: _____ Date: _____
(Cardholder/Responsible Person)

Print Name of Cardholder or Responsible Person: _____

Date of Birth: _____ Mother's Maiden Name: _____

Phone #: () _____ Purdue Email: _____

PUID #: 0 0 _____ (*The last four of your PUID will be used in place of the last four of your SSN.)

Intended card use (check ONE):

General Purchasing; includes Airfare, Registration General and Hospitality Combined
 Hospitality CEC HFS Study Abroad – **Please attach copy of Rate Request**

Cardholder's Org Unit #: _____

Single (transaction) Limit: \$ _____ Cycle Limit: \$ _____
(Cannot exceed \$3,000 if Dept Card)

Reconciler Name: _____ PaymentNet User ID: _____

Reconciler E-mail Address: _____

Signature _____ Print Name: _____ Date: _____
Business Manager, Recommending

*****BELOW THIS LINE COMPLETED BY PCO STAFF*****

PCO and/or Comptroller Approval:

Signature: _____ Date: _____

NOT NEEDED FOR DEPARTMENT CARDS

Card Name: _____

Responsibility and Financial Liability Agreement – PU Purchasing Card

You are authorized to commit funds on behalf of the University and your business unit through the use of a University Purchasing Card issued in your name. Accordingly, you are the only person that may use your purchasing card. All expenses must be made by you on behalf of and for the benefit of the University department, school, office or other University entity in which you are employed.

Compliance with University purchasing policies and procedures, including providing documentation in order to perform the reconciliation process of the University purchasing card is mandatory. All receipts, statements and other documentation related to card usage are University property and the University reserves the right to audit all records related to card usage. Single transaction and cycle limits may not exceed the authorized amount for the card. The card must be kept secure at all times by the cardholder and if lost or stolen immediately reported to JP Morgan Chase for cancellation as outlined in the Purchasing Card Manual. A training session on use of the purchasing card must be successfully attended before any use of the card is allowed.

Cardholders may not make personal purchases with the Purchasing Card and cardholder privileges may be revoked for such use. The Cardholder agrees to reimburse the University for any inappropriate charges, including expenses and charges incurred by the University in connection with such transactions. Fraudulent or intentional misuse of the card by the cardholder will result in revocation of the card, restitution and/or criminal charges. The University reserves the right to pursue all legal remedies available to it with respect to inappropriate card usage. The University further reserves the right to revoke cardholder privileges at any time and without notice. Circumstances that may automatically trigger cancellation of the card include, but are not limited to: termination of employment; change in position; failure to report a lost or stolen card.

The Purdue University Purchasing Card is intended to be used for low value, non-capital purchases. All purchases with this card must comply with the guidelines in the Purdue University Purchasing Card Manual and with extramural funding agency restrictions.

The following items ARE NOT to be purchased using this card:

- *Capital equipment*
- *Cash advances (exceptions only)*
- *Controlled substances/items*
- *Cylinder gases*
- *Personal or non-business purchases*
- *Entertainment or Hospitality Expenses (Hospitality cards only)*
- *Tax reportable services (1099's)*

If the card is lost or stolen, the cardholder/Responsible Person must notify the Bank @ 1-800-316-6056, Business Office, and pcard@purdue.edu immediately. Failure to adhere to procedures may result in revocation of cardholder privileges.

I, the undersigned, as holder of this purchasing card, agree to accept the responsibility for the protection and proper use of the card, as noted above. I understand the items prohibited from purchase with this card and that I will be held personally responsible for unallowable purchases. I agree to abide by these as well as all other terms and conditions contained therein.

Printed Name of Cardholder

Department

Signature of Cardholder

Date

Please return signed letter with Appendix A application. Thank you.