#### **UNIVERSITY OF TOLEDO**

##### Purchasing Card – Cardholder Agreement

Participation in the JP Morgan Chase Purchasing Card Program is a convenience that allows departments to make University business-related purchases in accordance with the procurement policies and procedures of the University.

The department, cardholder, and approver agree they will be accountable to the University for all charges made against the card. Purchase of any items for personal use with this card is prohibited. The requestor understands that failure to adhere to card policies and procedures or other misuse may result in revocation of the individual card or all cards assigned to a department.

The department agrees to establish an internal system of accountability, which will include the departmental procedures and assigned persons to review and approve all purchases made with the University Purchasing Card. The names of those assigned to review or approve will be given to the Purchasing Card Administrator on a completed P-Card application form. Monthly packets with receipts will be maintained within the department.

A lost or stolen card must be reported immediately to JP Morgan Chase representative by calling 1-888-262-9345, which is available 24 hours a day, 7 days a week. The University Purchasing Card Administrator or Senior Quality Assurance Analyst must be notified at 419-530-8796.

The cardholder agrees to surrender his or her card to the Purchasing Card Administrator immediately upon termination of employment or whenever requested by the Purchasing Card Administrator or to notify if changing departments within the University.

I, the undersigned, have read the terms and conditions associated with the use of the University Purchasing Card and hereby acknowledge, during possession of this card, all responsibility for use until the card is returned, or reported lost or stolen to the Purchasing Card Administrator.

Please complete the Application and Affirmation below. A completed affirmation must be submitted to receive a P-Card. Affirmations can be submitted electronically or in person when obtaining a P-Card. The cardholder must attending training prior to receiving his or her P-Card. An invitation to training will be sent after the application is processed.

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| **JP Morgan Chase P-Card APPLICATION** |
| 1.Please type, save and forward via email to supervisor/Business Manager for approval. Signature approval is based on the supervisor/Business Manager email submission. 2. Supervisor/Business Manager will verify information is correct and forward via email to **# PCard Admin.** 3. All sections in the application must be completed or the application cannot be processed.4. It takes approximately 7 to 10 business days for the P-card to arrive after the application is process by the P-Card Admin. The cardholder will be notified via email to pick-up their card once training is completed. |
| **By completing the below I have read the cardholder agreement above and agree to comply with the terms and conditions as outlined.** |
| **SECTION 1 -- Employee Must Complete/Provide All Information**Name :  First Middle Initial LastHome Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mother’s Maiden Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Citizenship:Rocket number (for security purposes) : UTAD: Date of Birth: Position Title:(MM/DD/YY)Home phone: Business Telephone : |
| **SECTION 2 – APPROVERS- MUST BE COMPLETED**Supervisor Name: Position Title: Business Manager’s Name: |
|  **SECTION 3 – PROVIDES PCARD SETUP CRITERIA- MUST BE COMPLETED IN ITS ENTIRETY** Si Single Transaction Limit: $1,000 or $4,999 Monthly Transaction Limit: $5,000 or $10,000(please circle one amount, cannot exceed $4,999) (please circle one amount, exceptions upon request)  Departmental Index # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PCARD ADMINISTRATOR USE ONLY**     \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_PAYMENTNET TRAINING LIST UT Org 2 Org 3 Org 5 Date Received  |

PURCHASING CARDHOLDER AFFIRMATION

I have completed training regarding The University of Toledo’s Purchasing Card Program and as consideration for being permitted to us the Purchasing Card, agree to the following:

1. I have read and will abide by the Procurement and Pcard Policies and the associated Procedural manuals.
2. I will under no circumstances knowingly use the Purchasing Card to make personal, non-work related or other purchases prohibited by the Purchasing Card procedures, either for myself or for others.
3. I will not request or receive cash from suppliers as a result of any exchanges or returns on Purchasing Card purchases. All returns and exchanges must credit the Purchasing Card.
4. I understand that I am the only individual authorized to use the Purchasing Card assigned to me and that the Purchasing Card is not transferable to any other individual.
5. I understand that The University of Toledo may terminate my right to use the Purchasing Card at any time, for any reason.
6. I agree to return the card to the Purchasing Card Administrator immediately upon request or upon termination of employment. If transferred to another department I will notify Purchasing Card Administrator and complete paperwork authorizing use of the Purchasing card to my new position.
7. I will follow the established Purchasing Card procedures for using the Purchasing Card. I understand that failure to do so may result in revocation of my user privileges or other possible disciplinary actions, up to and including termination of employment.
8. I have reviewed the Purchasing Card procedures and understand the procedures and requirements for using the Purchasing Card.
9. I understand I many not use the Purchasing Card for the unauthorized commodities listed, but not limited to: Cash Advances; Traveler Checks; Wire Transfers; Money Orders; Donations.
10. I understand that I should use the vendors located on the Purchasing website, which is: <http://purchasing.utoledo.edu/>, to obtain the discounted prices that Purchasing has negotiated for the benefit of the University.
11. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use or gain or use the Purchasing Card in violation of the Purchasing procedures or other applicable rules, I will reimburse The University of Toledo for all incurred charges and any fees related to the collection of those charges.
12. As a Supervisor I understand and will abide by all required Pcard policies and Procedural manuals. Also, I will assure adequate internal control over the approval process and maintain all required documentation.

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Cardholder Name (Print) Position Title

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Cardholder Signature Supervisor’s Signature

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Department Name Date

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Date Purchasing Card Administrator Signature