



Purchasing Card Office
University Credit Card Application and Agreement

CARDHOLDER INFORMATION

Employee Status: Full-Time Permanent Part-Time
UR ID: UR Email:
Last Name: First Name:
Job Title: Dept Name:
7 -Digit Work Phone: Cell/Home Phone: Default Index:
List other indices you are authorized to charge against (if 10 or more, provide list in an Excel spreadsheet, including index number and Banner name/description):
*Unique 4-digit Number (password) *Mother's Maiden Name
*J P Morgan will require this information if you contact them for assistance.
To comply with federal regulations of the U. S. Office of Foreign Asset Control, our credit card company requires the date of birth, home address, and country of citizenship for cardholders. The Purchasing Card Office will obtain your date of birth and home address from the Banner financial system. Please provide your country of citizenship, here:

CARD TYPE & LIMIT REQUEST

Please provide a brief explanation of how the card will be used or why a card is needed:
Department PCard - \$10,000 monthly / \$4,999 Per Transaction / 20 Transactions Per Day
Customized Limits for Department PCard:
Monthly Limit \$ Per Transaction Limit \$ Transactions Per Day
Please enter department name as it should appear on the card (limited to 21 characters, including spaces):
Justification for customized limit :
Individual PCard - \$5,000 monthly / \$2,500 Per Transaction / 10 Transactions Per Day
Customized Limit for Individual PCard:
Monthly Limit \$ Per Transaction Limit \$ Transactions Per Day
Justification for customized limit:

CARDHOLDER AGREEMENT

Using a University of Richmond credit card is a responsibility that should not be taken lightly. Continued use of the card is contingent upon adherence to the rules and regulations set forth by the University. Therefore, it is vital that you read each statement carefully to ensure that you fully understand the program's key requirements. Your signature on this form is acceptance of all elements of this agreement.

I _____, agree to comply with the following Terms & Conditions of this Agreement regarding the use of a University credit card, herein referred to as "PCard".

Prior to signing this agreement, the cardholder and the approver should be familiar with the University's pcard, travel and procurement policies, located on the Controller's Office website, <http://controller.richmond.edu/sourcing-payments/index.html> . Completing this agreement indicates you will adhere to such policies.

The cardholder shall comply with any training required by Purchasing Card Administrator, including refresher training.

The University will monitor and audit the use of the PCard and will take appropriate action, when improper use is found.

The PCard must be safeguarded at all times.

The PCard has pre-determined limits. Splitting a transaction to circumvent the limits is a violation of this agreement.

All transactions placed on the PCard are paid by the University to the credit card company. Therefore, transactions placed on the card may not be submitted for reimbursement. Submitting these items for reimbursement may result in disciplinary action.

Documentation or receipts are required for all transactions placed on the PCard and must be submitted with the statement and Transaction Allocation Report to Accounts Payable, by the deadline established by the Purchasing Card Administrator. Statements must have the appropriate approval signatures. The PCard may be suspended if statements are not received by the deadline.

The credit card system, PaymentNet, should be accessed on a weekly basis. All transactions should be allocated to the appropriate index/account code and the University business purpose should be provided for each transaction before the transactions are downloaded into the Banner financial system each week. The business purpose should include the following information: who, what, where, and why, as appropriate.

The University may terminate the right to use the PCard at any time, for any reason. The PCard shall be returned to the Purchasing Card Administrator immediately upon request or termination of employment (including retirement).

If the PCard is lost or stolen, the cardholder will notify the University's Purchasing Card Administrator and the credit card company (J P Morgan Chase, 1-800-270-7760), immediately.

Credit card limits will be evaluated on a yearly basis, and adjusted by the Purchasing Card Administrator, if warranted.

The PCard is not to be used for personal expenses of any kind. If personal expenses are placed on the card, the employee must immediately notify the Purchasing Card Administrator and reimburse the University for the expenses. Expenses not reimbursed may be deducted from future reimbursements or the employee's wages. Placing personal expenses on the card may be cause for the suspension of the card and/or employee disciplinary action, up to and including, termination.

If items are purchased on the PCard that are against University policy, the employee will be required to reimburse the University for the cost of the purchase. If the employee does not reimburse the University, the total amount of the inappropriate charge may be deducted from the employee's wages, or future reimbursements, and disciplinary action may take place, up to and including, termination of employment.

My initials below indicate I have read and agree to the above terms:

Cardholder Initials _____

Department PCard Additional Information

The Department PCard is to be used for University business expenses, including travel and entertainment.

The following items are NOT allowed on a Department PCard: (1) Personal expenses of any kind; (2) Computers, tablets, netbooks, notebooks, equipment, etc. or peripherals (unless preapproval is received from the Information Services Department or a purchase order (PO) has been issued for the item); (3) Prescription drugs or controlled substances; (4) Donations or sponsorships (except in lieu of flowers for memorial services or preapproved by the President's Office); (5) firearms; (6) Purchase of goods that total \$5000 or more unless the order was placed by a PO or on a University contract; (7) Travel cancellation insurance or trip protection fee; (8) expenses of family members; (9) Traffic fines, violations, or court costs; (10) any other item determined to be inappropriate by the University.

Cardholder is responsible to ensure all users of the Department PCard are aware of these restrictions.

Allowable expenses include office supplies, memberships, subscriptions, business meals and incidentals, transportation, registration fees, or other items deemed acceptable, according to University policy.

Sharing the card with others:

The assigned cardholder may sign out the PCard to other authorized individuals in the department, utilizing the Department Card Sign Out & Transaction Log (located on the Controller's Office website, <http://controller.richmond.edu/common/pdf/accounts-payable/forms/dept-card-sign-out-log.pdf>), or other similar document. However, the cardholder understands that he/she is ultimately responsible for the safekeeping of the PCard, collecting the receipts/documentation, and reconciling the account. It is also the cardholder's responsibility to ensure that anyone using the PCard uses the card appropriately and in accordance with the University's purchasing card policy, travel and entertainment expense policy, and purchasing guidelines, located on the Controller's Office website, <http://controller.richmond.edu/>

My initials below indicate I have read and agree to the above terms:

Cardholder's initials _____

Individual PCard Additional Information

Similar to the Department PCard, the Individual PCard is to be used for University business expenses, including travel and entertainment; however, the card should only be used for the expenses of the individual whose name is on the card, except in limited circumstances, as explained below.

Examples of expenses which are allowed on the Individual PCard include office supplies, business meals and incidentals while traveling or entertaining a client or customer, registration fees, airfare, transportation, hotels, etc.

Expenses NOT allowed on the Individual PCard include the items listed under the "Department Card Additional Information" section, above.

Examples of items NOT allowed on the Individual PCard include: (1) Personal expenses of any kind; (2) Travel cancellation insurance or trip protection fee; (3) Expenses of family members; (4)* another individuals' airfare or AMTRAK charges.

Business meals, lodging, and local ground transportation of colleagues or students: While traveling with colleagues or students, the cardholder may place the lodging, meals, or local ground transportation (taxi, car rental, shuttle fee, etc.) on the card, if the cardholder is the senior level employee. (If the employee is not the senior level employee, the senior level employee's supervisor must also signoff on the cardholder's credit card statement before submitting it to Accounts Payable.)

***Airfare and AMTRAK expenses of anyone other than the cardholder are not allowed on the Individual PCard.**

My initials below indicate I have read and agree to the above terms:

Cardholder Initials: _____

CERTIFICATION

Cardholder:

My signature below certifies that I have read this agreement in its entirety, understand it, and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a University of Richmond credit card cardholder. I understand if I place personal expenses or inappropriate expenses on the card, I am responsible for reimbursing the University of Richmond for the expense, immediately. I also understand that if I fail to reimburse the University, the amount of the expense may be deducted from my wages, or future reimbursements, and I may be subject to disciplinary actions, up to, and including termination.

Cardholder Signature _____ Date _____

***Reconciler (if different than cardholder):**

My signature below certifies that I have read this agreement in its entirety, understand it, and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a University of Richmond credit card reconciler.

Reconciler Signature _____ Date _____ Ext. _____

Printed name _____ UR Email _____

**Please note, only Individual PCards may have a reconciler who is different than the cardholder. For Department PCards, the cardholder and reconciler are one and the same.*

Approver / Department Head:

I certify that I am authorized to give approval for the individuals(s) listed above to participate in the University of Richmond purchasing card program. I agree to monitor the use of the University PCard and to review the charges placed on the card to ensure the appropriateness of the charges as outlined in this agreement, the purchasing card policy, the travel and entertainment expense policy, and the purchasing guidelines, as listed on the Controller's Office website, <http://controller.richmond.edu/>. I will notify the purchasing card administrator if I suspect, or detect, improper use of the card:

Approver/ Dept. Head Signature _____ Date _____

Printed Name _____ Ext. _____

Title _____ UR Email _____

Alternate/Proxy Approver Signature _____ Date _____

Printed Name _____ Title _____ Ext. _____

FOR USE BY PURCHASING CARD OFFICE

Card Ordered by: _____ Date Ordered: _____

Card Issued by: _____ Date Issued: _____

Last 4-digits of Credit Card #: _____

Please forward documents to: Purchasing Card Administrator, Accounts Payable or scan and email to Pcards@richmond.edu. Allow at least 10 business days for the issuance of the card. Call Ext.8177 with questions.