



PURCHASING CARD AGREEMENT

Name _____	Card Type: _____	Department _____	Personal _____
Department _____	Account # _____	Obj. <u>3999</u>	
Campus Address _____	Campus Phone _____		

Grand Valley State University has entered into an agreement with _____ to provide a Purchasing Card to purchase selected materials costing less than \$1,000. The policies contained in this agreement must be followed by Cardholder as guidelines for conducting University business.

It is the Cardholder's responsibility to obtain original receipts and other documentation from the merchant or vendor each time the Purchasing Card is used. These receipts must show line item detail. Each month, the Cardholder will receive an activity statement from J.P. Morgan Chase. Individual transaction receipts are to be attached to this monthly activity statement and submitted to the Cardholder's Department Administrator for review, approval and record retention. It is the Cardholder's responsibility to follow-up on any erroneous charges, returns, or adjustments and to ensure proper credit is given on subsequent statements.

If the Purchasing Card is lost or stolen, it is the Cardholder's responsibility to notify J.P. Morgan Chase and the GVSU Program Administrator.

Purchasing Cards are issued at the discretion of the Department Appointing Officer/Dean to designated faculty/staff. The Purchasing Card remains the property of J.P. Morgan Financial Services. The card may not be transferred to, assigned to or used by anyone other than the designated Cardholder. J.P. Morgan Chase or the University may suspend or cancel Cardholder privileges at any time for any reason. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE PURCHASING CARD AND THEN REIMBURSE THE UNIVERSITY.** Non-compliance with any of the Purchasing Card policies and procedures will result in revocation of Cardholder privileges and/or other appropriate course of action relative to the offense, including possible disciplinary action.

As holder of this Purchasing Card, I agree to accept the responsibility for the protection and proper use of this credit card as enumerated above. I have been given a copy of the Purchasing Card Program Policies and Procedures Manual and understand the requirements for use of the credit card.

Signatures:		
Cardholder _____	Date _____	
Program Administrator _____	Date _____	

Return this form to Kip Smalligan • Purchasing Services • 228 LMH