

PURCHASING CARD APPLICATION



CARD TYPE (choose one)

Form with two columns for card type selection: 'Card in Individual's Name' and 'Card in Department or Program Name***'. Each column includes fields for Name, Department/Program, Person Responsible, Division, Concur Delegate, Campus Address, Campus Phone/Fax, Email, G Number, Date of Birth, and Signature/Date.

***There is liability exposure with cards that are in a department/program name. Department may be liable for fraudulent & unauthorized charges. See page 2.

SPENDING LIMITS (choose the appropriate option)

Form with two columns for spending limits: 'Standard Spending Limits' and 'Request Exception to Standard Limits'. Fields include \$4,999 per transaction, \$10,000 per monthly billing period, 10 transactions per day, and corresponding exception fields for dollar amount and transaction count.

If you are requesting higher card spending limits than what is standard, please provide a justification below:

Two horizontal lines for providing justification for higher spending limits.

TRAVEL

All cards allow for travel related expenses (hotels, rental cars, restaurants). If you do not want travel expenses allowed on this card, please check this box.

Block travel expenses on this card checkbox.

AMAZON BUSINESS & OFFICE DEPOT

Amazon Business and Office Depot accounts can be requested by filling out a separate form on our website. These accounts are required if you plan to shop at either retailer. Your purchasing card will be required to place an order.

Amazon Business & Office Depot Account Setup Request Form
www.gvsu.edu/purchasing/amazonbusinessandofficedepot

APPROVAL SIGNATURES (please sign and print names)

Primary Approver: (sign) _____ (print) _____ Date: _____

Appointing Officer: (sign) _____ (print) _____ Date: _____

All electronic signatures must have the Adobe signature watermark
Obtain signatures and return application to Tonya Valencia, Procurement Services, 2015 JHZ or perezva@gvsu.edu

Acknowledgement of Risk Regarding “Nameless” Purchasing Cards

GVSU allows departments to use purchasing cards that have only a department or program name embossed on the card and are not in an individual’s name. These “nameless” cards (aka department cards) can be signed out to multiple users in a department. While convenient, these cards do carry a significant liability risk. Per our bank agreement, if an external party fraudulently uses your “nameless” card to make a purchase, GVSU is legally liable for the transaction because the merchant cannot verify a cardholder’s name. In contrast, when a card is in an individual’s name, the merchant is liable for fraud charges. GVSU recommends cards be put in a person’s name (for that person’s use only) if a card does not need to be shared.

Our bank monitors and prevents much external fraud but fraud transactions do get through and post to some of our cards every month. Charges can reach hundreds or thousands of dollars. The bank will work to get the chargeback credit for these charges and they usually succeed, but it is not guaranteed. The majority of these fraud transactions occur not through theft of a physical card, but by stealing card information via computer viruses, hacking merchant databases, and phishing and malware. Risk can be mitigated through lower limits. Contact the card program administrator if you wish to discuss.

For those who use “nameless” cards, it is important that you are aware of the risk.

The following acknowledgement documents your understanding of the risk via your signature. If a cardholder has more than one “nameless” card, this acknowledgement needs to be submitted only once.

*** I understand and acknowledge the risk of using “nameless” purchasing cards and accept that my department or program may be liable to pay for external fraudulent transactions made against such cards. I also agree that departments/programs using “nameless” cards will use a sign-out log to record who has the card at any given time and what charges have been made as required by our general auditors.

SIGNATURES (please sign and print names)

Cardholder: _____ Date: _____
(sign) (print)

Primary Approver: _____ Date: _____
(sign) (print)

Appointing Officer: _____ Date: _____
(sign) (print)

Return signed acknowledgement to Tonya Valencia, Procurement Services, 2015 JHZ
For questions, contact Tonya Valencia (616) 331-2257 perezva@gvsu.edu