

PURCHASING CARD APPLICATION



Card in Individual's Name (CHOOSE ONE) Card in Department or Program Name

Name: _____

Department/Program: _____

Department Name: _____

Person Responsible for Card: _____

Campus Address: _____

Campus Address: _____

Campus Phone: _____ Fax: _____

Campus Phone: _____ Fax: _____

Email: _____

Email: _____

G Number: _____

G Number: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

If you would like the second embossed line on the card to state a program, grant, or project name, indicate that here (up to 25 characters).

Default FOAP tied to card: _____ - _____ - 7018 - _____

Standard Card Spending Limits

\$2,500 per transaction

\$10,000 per monthly billing period

10 transactions per day

Request exception to standard limits

\$ _____ per transaction

\$ _____ per monthly billing period

_____ transactions per day

Unit Head Approval _____ Date: _____

Appointing Officer or Dean Approval _____ Date: _____

***There is liability exposure with cards that are in a department/program name. Department may be liable for fraudulent & unauthorized charges. By requesting a card in a department or program name, you acknowledge this risk.**

Obtain approving signatures and return application to Procurement Services, 2015 JHZ

Questions: Contact Kip Smalligan (616) 331-3211 or Aaron Caccamo (616) 331-3436

***** IMPORTANT NOTICE*****

Acknowledgement of Risk Regarding “Nameless” Purchasing Cards

GVSU has allowed departments to use purchasing cards that have only a department or program name embossed on the card and do not have a person’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 or card information to make a purchase, GVSU is legally liable for the transaction. With a “named” card, the merchant is liable and credit is issued to us for the fraud charges.

Our bank monitors and prevents much external fraud but there are still many fraud attempts on our cards and occasionally some get through and post to our account. Often these are small amounts, but they can easily reach thousands of dollars. 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 scams.

GVSU encourages cards be put in a person’s name for that person’s use only. For those who do use “nameless” cards, it is important to make sure you are aware of the risk. The following acknowledgement/acceptance must be completed by the faculty or staff responsible for a “nameless” purchasing card(s). If a faculty / staff 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:

Faculty or Staff Responsible for Nameless Card: _____

Date: _____

Unit Head: _____

Date: _____

Return signed acknowledgement to Kip Smalligan, Procurement Services, 2015 JHZ

For questions, contact Kip (616) 331-3211 smalligk@gvsu.edu