

PURCHASING CARD AGREEMENT

Participation in the JPMorgan Chase Purchasing Card Program is a convenience that also carries Cardholder responsibilities. Although the card is issued in my name, it is considered University property and should be used only for University business. As a recipient of a Chicago State University P-Card, and by signing this agreement, **I agree to the following terms and conditions:**

1. The P-Card is provided to employees based on their need to purchase business-related goods, services and travel. I understand that my P-Card may be revoked at any time based on change of assignment, transfer of departments or upon termination from Chicago State University. The card is not an entitlement nor reflective of title or position.
2. The P-Card is for business-related departmental purchases **ONLY**; personal charges are **NOT** allowed under any circumstances.
3. In making purchases with the P-Card, I will strive to obtain the best value for the University.
4. I understand that I am the only person entitled to use the P-Card and I am responsible for all charges made against the card.
5. I understand that improper use of the card shall be considered misappropriation of University funds, which is subject to investigation which may result in disciplinary action including card cancellation, up to and including termination of employment and /or criminal charges being filed with University and local authorities. The University is authorized to deduct from the Cardholder's salary any personal charges plus any administrative fees charged by the bank in connection with the misuse made on the P-Card.
6. In accordance with the P-Card program policies, I will comply with internal control procedures in order to protect University assets. This includes maintaining proper receipts and supporting documentation, reconciling monthly statements, and following proper credit card security measures. I will attach all receipts to my monthly statement and forward all documentation to Accounts Payable.
7. I understand that all transaction documentation and reconciliations will be subject to audit by The Office of Financial Affairs Accounts Payable and/or The Office of Internal Auditing.
8. I am responsible for reviewing my transactions daily/weekly in PaymentNet and allocating the expenses to the appropriate University account number prior to the designated deadline.

9. I am responsible for reconciling my monthly Statement and resolving any discrepancies by contacting the vendor or bank.

10. I am responsible for ensuring my card and card number is protected from theft or loss. I will immediately notify JPMorgan Chase, the P-Card Administrator, and my fiscal officer of any loss or improper use of my card or card number.

11. I will surrender the P-Card to the University's P-Card Administrator or my immediate supervisor upon demand or upon my termination of employment with the University. At that point, no further use of the card is authorized.

ACKNOWLEDGEMENT

I certify that I have received and read the Chicago State University Purchasing Card Policy and Procedures Manual. I understand the terms and conditions stated in this Purchasing Card Agreement. I attended training on _____ (enter date) and have been given an opportunity to ask any questions to clarify my understanding of the P-Card Program.

I understand that violation of these terms will be subject to disciplinary action as described in the Purchasing Card Policy and Procedures Manual. I will reimburse Chicago State University for all incurred charges and any costs related to the collection of such charges.

 Cardholder Signature Date

 Cardholder Name (Printed)

I certify that it is my responsibility to monitor and review purchases made by this Cardholder in accordance with the Purchasing Card Policy and Procedures Manual and will revoke the use of their P-Card if it is not being used as intended.

 Fiscal Officer Signature Date

 Fiscal Officer Name (Printed)