

**BOWLING GREEN STATE UNIVERSITY
BACKUP MANAGER AGREEMENT FORM**

By signing this cardholder agreement, you agree that you have been informed of and understand the correct procedures for using a University purchasing card and that you will comply with rules and regulations as they relate to the use of the card.

- ❖ The purchasing card is designed to facilitate and expedite the purchase of goods and services for BGSU needs. No personal purchases are to be made with the card.
- ❖ The cardholder is authorized to make card transactions. Only the cardholder may authorize other departmental employees to make transactions with the card.
- ❖ Fraudulent use or abuse of the P-Card will result in immediate suspension of privileges and may result in corrective action up to and including termination and/or criminal action. In addition, the University will seek restitution for any inappropriate charges.
- ❖ The cardholder is responsible for maintaining receipts and records pertaining to card transactions and for proper reconciliation of all transactions.
- ❖ The cardholder is responsible for the prompt resolution of card discrepancies according to established procedures.
- ❖ The Budget Administrator is responsible for informing the Purchasing Department of any change in the cardholder's department assignment or employment status.
- ❖ The card must be surrendered to the Purchasing Department upon terminating employment with the University.
- ❖ If the card is lost, misplaced, or stolen, the cardholder is responsible for informing the Purchasing Department (419) 372-8595 or the JPMorganChase 24-hour **hot line (800) 307-2990 as soon as possible.**

I have read and understand the statements above and agree to use the purchasing card in accordance with all rules and regulations governing card usage.

If request for backup manager is for a temporary period please indicate date range _____

Cardholder Name (Print)

Backup Manager Name (Print)

Date

Backup Manager Signature

Budget Admin. Name (Print)

Date

Budget Admin Signature

Return form to:
Purchasing Card Administrator
103 Park Ave.
Ph: 419-372-8595
Fax: 419-372-8416
E-mail: tlcoss@bgsu.edu