

**Bowling Green State University
Purchasing Card Program
Cardholder User Agreement**

Participation in the J.P. Morgan Chase VISA Purchasing Card Program is a convenience that also carries cardholder responsibilities. Although the card is issued in my name, it is considered BGSU's property and should be used only for business purposes only. As a recipient of a BGSU Procurement Card, I agree to the following terms and conditions:

1. The Purchasing Card is provided to employees based on their need to purchase business-related goods and services. I understand that my purchasing card may be revoked at any time based on change of assignment, transfer of departments or upon termination from BGSU. The card is not an entitlement nor reflective of title or position.
2. The Purchasing Card is for business-related purchases only. I understand that personal charges are **not** to be made to the card under any circumstances.
3. I understand that improper use of the card can be considered misappropriation of University funds, which may result in disciplinary action, up to and including termination.
4. I am responsible for complying with internal control procedures in accordance with Purchasing Card program policies, in order to protect BGSU's assets. This includes maintaining proper receipts and supporting documentation, reconciling monthly cardholder statements and following proper credit card security measures. I will retain all supporting documentation within my department, and understand that the documents *must be accessible* for review purposes.
5. I understand that all transaction documentation and reconciliations will be subject to audit by the Business Office and/or Internal Audit.
6. I am responsible for reviewing my transactions daily/weekly in *PaymentNET* and allocating the expenses to the appropriate General Ledger account and object code(s) within ten calendar days of the billing cycle cutoff.
7. I am responsible for reconciling my monthly procurement card bank statement and resolving any discrepancies by contacting the supplier or the bank.
8. I am responsible for ensuring my card and my card number is protected from theft or loss. I will immediately notify the Purchasing Card Administrator of any loss or improper use of my card or card number.
9. I will surrender the procurement card to the Purchasing Card Administrator or my immediate supervisor upon demand or upon my termination of employment with the University. At this point, no further use of the account is authorized.

Cardholder Signature

Cardholder Printed Name

Date

I certify that I will monitor and review the purchases made by this cardholder in accordance with the Purchasing Card program's established rules and procedures for this cardholder agreement. It is also my responsibility to determine if this cardholder is using the card responsibly in accordance with Purchasing and any other applicable BGSU policy, and to revoke the holder's use of the card if they are not using the card as intended.

Card Manager Signature

Card Manager Printed Name

Date

Backup Card Manager Signature

Backup Card Mgr. Printed Name

Date