

Pcard



University of Dayton Pcard Application

Appendix A
Effective: 11/15/02

Introduction

The University of Dayton has entered into an agreement with JPMorgan Chase that provides qualified employees with a credit card (Pcard) to transact small-dollar purchases of materials and services. Using the Pcard benefits the University of Dayton and Cardholder through:

- Prompt payment to our suppliers
- Reduces overall processing costs
- Decentralizes purchasing responsibility

The guidelines in this document and those outlined in the [Purchasing Card Policy and Procedure](#) manual will need to be followed by Cardholders when conducting University business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

Cardholder: Employee who has been issued a Pcard to use when making small dollar purchases on behalf of the University of Dayton.

Ownership and Cancellation of the Pcard: The Pcard remains the property of JPMorgan Chase and the University of Dayton. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. JPMorgan Chase or University of Dayton may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Pcard upon request to the University's Pcard Coordinator or delegate or any authorized agent of JPMorgan Chase. Use of the Pcard or account after notice of its cancellation may be fraudulent and may cause University of Dayton to take legal action.

Spending Limits: Each Pcard has pre-set spending limits assigned by the manager and the University's Pcard Coordinator or delegate. The Pcard should be used whenever and wherever possible for charging materials and selected services in accordance with the established guidelines.
NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PCARD.

Pcard Abuse: Abuse of the Pcard will result in revocation of the Card and appropriate disciplinary action that could include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Exceeding bank monthly credit-line limit
- Utilizing the Pcard for inappropriate or unauthorized purchases
- Using the Pcard for travel and entertainment purposes
- Failure to return the Pcard when reassigned, terminated, or upon request
- Failure to maintain proper documentation to support purchases charges to the Pcard

Usage

For additional guidelines, the Pcard Cardholder must refer to the [Purchasing Card Policy and Procedure](#) manual as well as the terms and conditions outlined in this document which is made part of this agreement.

Receipts

It is the Pcard Cardholder's responsibility to obtain transaction receipts from the merchant or supplier each time the Pcard is used. Receipts for each transaction must be properly filed for review/approval by supervisor, for audit purposes and stored for up to 5 years.

The Cardholder or delegate will be able to view their Pcard charges usually within forty-eight hours after making a purchase against their Pcard. The Cardholder or delegate will be required to review their charges, modify the account number to be charged, if needed by the 4th business day of each month.

Disputed Items

It is the Pcard Cardholder's responsibility to followup on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. *The Cardholder's Guide contains specific guidelines for handling dispute resolutions.*

Protecting The Pcard

The Pcard is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping

Sign the Pcard immediately upon receipt. When the expiration date has passed and/or after you have received a new Pcard, cut the old Pcard in half and dispose of it. Make sure the Pcard is returned to you after each charge and verify that the returned card has your name on it.

Lost/Stolen Pcard

If the Pcard is lost or stolen, contact the UD Pcard Coordinator (ext. 92946) during normal business hours or JPMorgan Chase (800-270-7760) outside of normal business hours.

Credit History/Personal Credit

A personal credit history for the cardholder will not be requested before card issuance or at any other time. Activity on this credit card account will not be reflected on the cardholder's personal credit history.

The undersigned Pcard Cardholder applicant and supervisor request that a Pcard be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

Pcard



University of Dayton Pcard Application – Cont.

Appendix A Effective: 11/15/02

Pcard Cardholder Applicant Signature Date

Supervisor Signature Date

First Name Middle Initial Last Name

Campus Address: Building Room +4 Zip

Campus Phone Number

Mother's Maiden Name Employee ID# (nine digits)

This information is used for verification purposes by Visa in order to activate your card and to process other requests. The employee ID# with two leading nines is being used in place of your Social Security Number.

Employee's E-Mail Address

Supervisor's E-Mail Address Supervisor's Employee ID# (nine digits)

Monthly Credit Limit (Required) Single Transaction Limit (Optional, \$5000 maximum)

Daily Number of Transactions (Optional) Daily Amount Limit (Optional)

Default Account Number (Required) Other allowable account numbers

This section to be completed by the supervisor.