John Carroll University Purchasing Card Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Cardholder”) hereby acknowledge receipt of my JPMorgan Chase Purchasing Card (P-Card). In consideration of John Carroll University (the “University”) obtaining the P-Card and providing it to me, I agree to and understand the following: (PLEASE INITIAL NEXT TO EACH ITEM)

\_\_\_\_\_1. The P-Card is provided to eligible University employees based on their need to purchase business related goods and services, including those related to travel and entertainment. The P-Card is not an entitlement nor reflective of title or position and may be revoked at any time.

\_\_\_\_\_2. The P-card is to be used for University business related purchases only; personal charges are strictly prohibited.

\_\_\_\_\_3. The Cardholder is the only person entitled and authorized to use the P-Card and is responsible for all charges made against the P-Card.

\_\_\_\_\_4. The cardholder is responsible for keeping the card in a secure location at all times.

\_\_\_\_\_5. The Cardholder is expected to fully comply with the policies and procedures outlined in detail in the Purchasing Card User’s Manual, of which the Cardholder has a copy.

\_\_\_\_\_6. Improper use of the P-Card can be considered misappropriation of University funds that may result in disciplinary action, up to and including termination.

\_\_\_\_\_7. The Cardholder is responsible for reconciling their monthly Chrome River Expense Report on time. This includes maintaining supporting documentation for all transactions and providing purchase descriptions.

\_\_\_\_\_8. The Cardholder is responsible for resolving any disputed transactions by contacting the merchant, P-Card Administrator and/or JPMorgan Chase.

\_\_\_\_\_9. A lost or stolen card should be reported immediately by telephone to JPMorgan Chase Customer Service at 1-800-316-6056 (24-hours, 7-days a week).

\_\_\_\_\_10. The Cardholder must surrender the P-Card upon termination of employment. At this point, no further use of the P-Card is authorized.

\_\_\_\_\_11. The Cardholder will be subject to a 90 day probationary period. If the guidelines outlined in the p-card manual are not followed, the cardholder does risk the loss of the p-card and its privileges.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P-Card Administrator Signature