

## Ball State University Purchasing Card Agreement/Application

LEGAL NAME of Cardholder – PLEASE PRINT LEGIBLY	BSU e-mail address
BSU Department Name	Campus Phone Number
Ball State ID Number	Date of Birth (MM/DD/YY)
Country of Citizenship	FOAPAL
Department Head Approval - Printed Name	Department Head Signature/Date

### Transaction Limit

Transaction Limit\* is Not to Exceed \*\*\$2,500                      Monthly Limit\* is Not to Exceed \*\*\$10,000.

\*Transaction and/or monthly limits may vary for Athletic Team Travel Cards.

**\*\* For all requests in excess of \$2,500 per transaction and/or \$10,000 per month, attach a brief memorandum describing the type, frequency, and amount of anticipated purchase to justify exceeding the normal limits Approval of the Finance Office and Director of Purchasing is required.**

\_\_\_\_\_

Finance Office Approval Signature for Limit Exceptions

\_\_\_\_\_

Date

\_\_\_\_\_

Director of Purchasing Approval Signature for Limit Exceptions

\_\_\_\_\_

Date

**\*\*\*\*DO NOT FILL THIS SECTION OUT OR SIGN UNTIL YOU HAVE PICKED UP YOUR CARD\*\*\*\***

I, \_\_\_\_\_, hereby acknowledge receipt of a Ball State University Purchasing Card, **card number** \_\_\_\_\_. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Purchasing Card Program Procedure Manual (and Athletic Team Travel Card Policy and Procedure Manual if an Athletic Team Travel Card is being issued to the cardholder) ("Procedure Manual") provided to me (and as it may be subsequently revised). I acknowledge receipt of the Procedure Manual and confirm that I have read and understand its terms and conditions. As the holder of this Purchasing Card, I agree to accept responsibility for the protection and proper use of the card and to keep proper documentation for all purchases made with this Purchasing Card as outlined in this Agreement and the Procedure Manual. I agree to verify the accuracy of the transactions and to forward supporting receipts as required by the Procedure Manual to the Accounting Department. I understand that the University will audit the use of the Purchasing Card. I understand that I cannot use the Purchasing Card for restricted commodities listed in the Procedure Manual, nor can the card be used for personal charges. I understand that improper or unauthorized use of this Purchasing Card by me or anyone else may result in disciplinary action, up to and including termination of employment. Should I fail to properly use the Purchasing Card, I authorize Ball State University to deduct from my wages or from any other amounts payable to me, an amount equal to the improper purchases. I also agree to take any steps necessary to permit Ball State University to collect any amounts owed by me even if I am no longer employed by the University. If Ball State University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University in such proceedings. If the Purchasing Card is lost or stolen, I understand it is my responsibility to immediately notify the Purchasing Department and the Bank. If the card is stolen, I understand that I must also notify Campus Security. I understand that Ball State University may terminate my right to use this Purchasing Card at any time for any reason. I agree to return the Purchasing Card to Ball State University immediately upon request or upon termination of employment.

Signature of Cardholder

Date

Signature of Purchasing Director

Date