

## Purchasing Card Application

The following information is required by JP Morgan in order to obtain a card.

First Name		Card Amount Requested	
Last Name		Date of Birth (MM/DD/YYYY)	
Project Account #		Employee ID	
Employee of	RF	College	_____
Email Address			

The card will be shipped to the business address.

Business Address 1		Home Address 1	
Business Address 2		Home Address 2	
City/State/Zip		City/State/Zip	
Business Phone		Home Phone	
Country of Citizenship		Cell Phone	

As the holder of an RFCUNY Purchasing Card (PCard), I acknowledge that I have read or will read the following policies, procedures and manuals and will seek guidance from the PCard Team and the Project Administrator if I have questions about these documents.

- PCard FAQs
- PCard Reconciliation Guide for Concur
- Bank Statement Guide

I agree to follow the RF guidelines for PCard use and to familiarize myself with any sponsor restrictions that apply to my project. I understand RFCUNY may terminate my right to use this PCard for misuse. As the cardholder, I acknowledge that:

- I must comply with RFCUNY policies and procedures
- The misuse (personal use) of the PCard will result in the suspension and possible revocation of my card
- It is my responsibility to collect detailed receipts, upload them into Concur, document the purpose, and reconcile these transactions on a timely basis not to exceed 35 days for all of my expenses

\_\_\_\_\_  
Cardholder/Applicant's Name

\_\_\_\_\_  
Cardholder/Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Investigator's Name

\_\_\_\_\_  
Principal Investigator's Signature

\_\_\_\_\_  
Date

The school guarantees all charges made to the PCard.

\_\_\_\_\_  
Grants Officer's Name

\_\_\_\_\_  
Grants Officer's Signature

\_\_\_\_\_  
Date

# PURCHASING CARDHOLDER AGREEMENT

I (name) \_\_\_\_\_, as the Cardholder, agree to the following conditions regarding my use of the Research Foundation Purchasing Card (P-Card) .

- I agree to use the P-Card only for authorized purchases for the Grant or Contract to which it is attached and within the restrictions for that account.
- I understand that should I make an unauthorized purchase with the P-Card or use the P-Card in an inappropriate manner, I will be personally liable for the charge(s) and will relinquish the P-Card.
- I understand the Research Foundation monitors and audits my use of the P Card.
- I agree to return the P-Card to an authorized University or Research Foundation representative, at the request of the Research Foundation, or upon termination of my employment.
- I have read the Research Foundation's Fact Sheet on the use of the P-Card and will abide by all the requirements.
- I understand that the P-Card cannot be used for cash advance, gift cards, alcoholic beverages, individual food and travel expenses (other than transportation), and gasoline, or for equipment and other single transactions of \$5,000 or greater. If the card is used for transportation charges, a completed Travel Expenses Form must accompany the P-Card statement.
- I agree to submit timely reconciliations with supporting documentation within 35 days of when the transaction was incurred. I understand that if any transaction is outstanding for 60 days or more, my P-Card privileges may be suspended or revoked.

My signature below indicates that I have read this agreement, understand and agree to be bound by it, and any subsequent amendments or addenda, as an authorized user of the Purchase Card from the Research Foundation of The City University of New York.

Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cardholder's Name (Print) \_\_\_\_\_

Project Investigator/Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Grant Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Original signatures are required on the application and agreement forms