

Purchasing Card Application

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

First Name		Card Amount Requested
Last Name		
Project Account #		
Employee of	RF	College
Email Address		

The card will be shipped to the business address.

Business Address 1	
Business Address 2	
City/State/Zip	
Business Phone	

As the holder of an RFCUNY Purchasing Card (PCard), I acknowledge that I have read the following 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

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 Reconciliation and Purchasing policies
- The misuse (personal use) of the P-Card may result in suspension and possible revocation
- It is my responsibility to obtain detailed invoices or receipts and submitted Concur expense reports to reconcile transactions on a timely basis not to exceed 35 days from date of purchase

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

Please submit the completed application to Purchase_Card@rfcuny.org for processing.

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 advances, gift cards, alcohol, flowers, upgrades, late fees, equipment, transactions of \$5000 & above, gas for privately owned vehicles, personal memberships & ICAs or MOUs. There may also be additional restrictions on the use of the P-Card, which reflect the account's budget and the sponsor's restrictions.
- 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