

BRADLEY UNIVERSITY PROCUREMENT CARD AGREEMENT

Procurement card use is granted under the following conditions:

- 1) Purchases are limited as defined on the approved application form per transaction. Splitting orders to stay below the threshold is not allowed and may result in P-card cancellation.
- 2) The use of the P-card is for University business only. The following types of purchases are not allowed:

Alcohol	Personal Items
Cash Advances	Personal Services
Catering	Postage over \$25
Consulting Services	Travel
Contractual Obligations	Leases
Entertainment	Moving Expenses
Furniture or equipment over \$500	Any purchase prohibited by University policy or not related to University business
- 3) Original sales slips/procurement card receipts must be attached to the monthly statement complete with all IRS requirements as well as required departmental approvals. Statements must be returned to the Controller's office for payment processing. If a credit card receipt is lost or otherwise not submitted, the cardholder is responsible for the expenditure and should submit a personal check made payable to the University. Note: If two statements are outstanding at the time of the receipt of the third, the card affected will be canceled.
- 4) I (cardholder) understand that the total of the P-card statement will be posted to a default sub-code of 6000 within my department. When all receipts and proper documentation are received, an entry will be made by the Controller's office to clear the default account and charge the appropriate expense account.
- 5) Lost or stolen cards must be reported to the Controller's office immediately.
- 6) Cardholders will be held personally responsible for unauthorized use by them, or for failure to report a lost or stolen card promptly. Further, the cardholder will reimburse the college for the sum of such transactions.
- 7) Failure to abide by these rules will be grounds to revoke procurement card privileges.
- 8) I (cardholder) agree to return the P-card to the program administrator in the Purchasing department immediately upon request, upon my transfer to a different department, or upon termination of my employment at the University.
- 9) I (cardholder) agree to specify to the merchant that the transaction is tax-exempt. I understand that should I fail to do so and sales tax is assessed, my card may be impounded.

By accepting a Bradley University procurement card, I agree to abide by the rules listed herein.

Signature (cardholder)

Signature (account manager)
One with signature authority

Print Name

Print Name

Default Account Number