

# PITTSBURG STATE UNIVERSITY

## BUSINESS PROCUREMENT CARDHOLDER APPLICATION AND AGREEMENT

Name of Cardholder	Cardholder Employee ID#	Cardholder Position Title
Cardholder Phone Number	Cardholder E-mail Address	
Cardholder Business Address		
Name of Reconciler	Reconciler Employee ID#	Reconciler Position Title
Reconciler E-mail Address		
Department Name & Number:		
Supervisor's Name and Title:		Supervisor's Phone Number:

Cardholder agrees to accept responsibility for the protection and proper use of the Business Procurement Card (BPC) in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the BPC Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the BPC.
2. If the card is lost or stolen, Cardholder shall notify the Card Coordinator immediately.
3. Cardholder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.
4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands they shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that their improper use of the BPC may be cause for disciplinary action by the Agency including termination and that improper use of the BPC may subject Cardholder to criminal prosecution. Cardholder understands that Agency may withhold amounts attributable to improper use by Cardholder from any paycheck or other State of Kansas warrant which may be payable to Cardholder.
5. Cardholder understands that this BPC is authorized for the purchase of commodities and the contractual service items specified in Pittsburg State University *BPC General Procedures* within the dollar limits specified herein. Any purchases over the preset limits of the card may require additional departmental authorization prior to the completion of the transaction.
6. Cardholder understands that should his/her employment with Agency terminate for any reason, the BPC must be returned to the BPC Coordinator. Cardholder understands that Agency may withhold their final paycheck until the BPC is returned. Cardholder also understands that Agency may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.
7. Cardholder understands that use of the BPC is subject to individual card limitations on expenditures for use in official state business. All purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the Card. Items on state contracts may be acquired from the contract vendor with the BPC. Certain items may not be purchased with the BPC. Please refer to the Pittsburg State University BPC General Procedures document for specific details.

8. Cardholder acknowledges by their signature to this agreement, that they agree to receive training in the proper use of the card; I have received, read and understand the Agency's Business Procurement Card Manual; and have read and understand this agreement.

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENTAL APPROVAL AND CREDIT LIMIT REQUEST:** (please check one)

- Limit per Purchase: \$2000.00**      **Cycle Credit Limit: \$5000.00**
- Limit per Purchase: \$2000.00**      **Cycle Credit Limit: \$5000.00** (Full Travel Privileges Included)
- Limit per Purchase: \$250.00**      **Cycle Credit Limit: \$2000.00** (State Vehicle Fuel Card)

**The credit limits listed above may be modified by the Purchasing Office to allow the cardholder to conduct day-to-day business. These limits are not meant to impede the procurement process.**

Print Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PURCHASING OFFICE APPROVAL:**

Print Name: Jim Hughes \_\_\_\_\_

Title: BPC Coordinator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_