

# Baylor University Purchasing Card

## User Agreement

**Complete and return to Purchasing Card Administrator, One Bear Place # 97084 or fax 710-3465.**

*Participation in the JP MorganChase Visa Purchasing Card Program is a convenience that also carries cardholder responsibilities. Although the card is issued in my name, it is considered University property and should be used only for University business. As a recipient of a Baylor Purchasing Card, I agree to comply with the following terms and conditions regarding my use of the card:*

1. I understand that I am being entrusted with a valuable tool, a Purchasing Card, and will be making financial commitments on behalf of Baylor University. I will strive to obtain the best value for the University.
2. I understand that Baylor University is liable to JP MorganChase for all charges made on the card.
3. I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that Internal Audit will audit the use of this card and report and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the Purchasing Card. Failure to do so may result in either revocation of my Cardholder privileges or other disciplinary actions, up to and including termination of employment.
5. I am aware that I am to stay within my department's appropriate budgetary limits when using the Purchasing Card and that purchases made are charged to my department at the end of the month. If the charges exceed my departmental budget in any month, I understand that my Card privileges may be suspended.
6. I have read the Purchasing card Procedures and understand the requirements for the Purchasing Card's usage.
7. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my cost center to change, I also agree to surrender my Card or have my default Department ID changed if requested by my new supervisor.
8. I am responsible for ensuring that the Purchasing Card and its number are protected from theft or loss. I will immediately notify JP MorganChase at 1-800-270-7760 and the Purchasing Card Administrator of any loss or improper use of my card or card number. Any failure to report the loss or theft of the Purchasing Card within twenty-four (24) hours notice may result in my liability for any unauthorized charges.

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Cardholder's Signature

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Cardholder's Printed Name

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Date