



Purchasing Card Office
University PCard Application and Agreement

CARDHOLDER INFORMATION

Employee Status: Full-Time Permanent Part-Time
UR ID: UR Email:
Last Name: First Name:
Job Title: Dept Name:
7 -Digit Work Phone: Cell/Home Phone:
*Unique 4-digit Number (password) *Mother's Maiden Name
*J P Morgan will require this information if you contact them for assistance.
To comply with federal regulations of the U. S. Office of Foreign Asset Control, our credit card company requires the date of birth, home address, and country of citizenship for cardholders. The Purchasing Card Office will obtain your date of birth and home address from the Banner financial system. Please provide your country of citizenship, here:

PCARD TYPE AND LIMIT REQUEST

Please provide a brief explanation of how the PCard will be used or why a PCard is needed (Remember BRAN: Business purpose, Reasonable, Appropriate, and Necessary):
Department PCard - \$10,000 monthly / \$4,999 Per Transaction / 20 Transactions Per Day
Customized Limits for Department PCard:
Monthly Limit \$ Per Transaction Limit \$ Transactions Per Day
Department name as it should appear on the PCard (limited to 21 characters, including spaces):
Justification for customized limit :
Individual PCard - \$5,000 monthly / \$2,500 Per Transaction / 10 Transactions Per Day
Customized Limit for Individual PCard:
Monthly Limit \$ Per Transaction Limit \$ Transactions Per Day
Justification for customized limit:

Fundamentals of the Program

The Purchasing Card (PCard) is a University of Richmond owned credit card that may be used for University business, as well as, University travel and entertainment expenses. Using a University of Richmond PCard is a responsibility that should not be taken lightly. Continued use of the PCard is contingent upon adherence to the policies and procedures set forth by the University. Therefore, it is vital that you read this agreement carefully to ensure that you fully understand the program's key requirements. Your signature on this agreement is acceptance of all elements of this agreement.

Training will be provided by the PCard Office, prior to the PCard being issued. The cardholder must comply with any additional training requirements as determined by the PCard Office.

Cardholders may assign responsibility for reconciling their PCard transactions to a "delegate" in the Chrome River travel and expense management system, when approved by their supervisor.

The University may terminate the right to use the PCard at any time, for any reason. The PCard shall be returned to the Purchasing Card Program Manager immediately upon request or termination of employment (including retirement).

If the PCard is lost or stolen, the cardholder will notify the University's Purchasing Card Program Manager (pcards@richmond.edu) and the credit card company, JP Morgan Chase 1-800-270-7760, immediately.

Program Compliance

Prior to signing this agreement, review the [PCard](#) policy and other related financial policies (listed in the PCard policy's "Related Policies" section) which are located on the [Policy website](#). Additionally, review the [Allowable](#) and [Non-Allowable](#) expenses (listed on the Controller's Office website). Completing this agreement indicates you have read and agree to adhere to such policies.

Failure to comply with this, and other financial policies, may result in actions taken as outlined in the [Reporting and Investigating Suspected Financial Fraud, Waste, and Abuse](#) policy. Specifically, failure to adhere to this agreement will be considered improper use of the card and may be considered financial misconduct. Improper use includes, but is not limited to:

- * Failure to justify the expense based on the [Use of University Resources and Financial Responsibilities](#) policy (Business purpose, reasonable, appropriate, and necessary-BRAN)
- * Failure to provide receipts for each transaction placed on the PCard
- * Failure to submit PCard reports by the deadline established by the PCard Office
- * Placing personal expenses on the PCard
- * Purchasing items that are not allowed, based on University policy
- * Sharing individual PCards with others
- * Splitting transactions to circumvent PCard limits or restrictions
- * Submitting reimbursement requests for expenses which were purchased on a PCard
- * Supervisor placing their own travel or business expenses on a PCard that they approve

Departmental PCard

If being issued a departmental PCard, the cardholder is responsible for ensuring others who use the PCard are aware of the program requirements, as outlined in this agreement and the PCard policy. Additionally, the cardholder is responsible for keeping track of who has used the card and obtaining the necessary receipts and documentation for each transaction placed on the card. The [Department Card Sign Out Transaction Log](#) may be used to satisfy this recordkeeping requirement.

CERTIFICATION

Cardholder

My signature below certifies that I have read Page 2 of this agreement in its entirety, understand it, and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a University of Richmond PCard cardholder. I also understand that if improper use of the PCard is found (including using the PCard for personal use), appropriate action will be taken as outlined in the [Reporting and Investigating Suspected Financial Fraud, Waste, and Abuse](#) policy.

Cardholder Signature _____ Date _____

Printed Name _____

*Delegate (if different from the cardholder)

My signature below certifies that I have read Page 2 of this agreement in its entirety, understand it, and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am the delegate for the University of Richmond PCard cardholder listed above.

Delegate Signature _____ Date _____

Printed Name _____ UR Email _____

Supervisor (Approver)

I certify that I am authorized to give approval for the individuals(s) listed above to participate in the University of Richmond purchasing card program. I agree to monitor the use of the University PCard and to review the charges placed on the PCard to ensure the appropriateness of the charges as outlined in this agreement, the [PCard](#) policy, the [Reporting and Investigating Suspected Financial Fraud, Waste, and Abuse](#) policy, and all other financial policies, as listed in the "Related Policies" section of the [PCard](#) policy.

Additionally, I certify that I will not place my University business or travel and entertainment expenses on a PCard for which I am the approver.

I will notify the purchasing card program manager if I suspect, or detect, improper use of the PCard.

Supervisor/Approver Signature _____ Date _____

Printed Name _____ UR Email _____

FOR USE BY PURCHASING CARD OFFICE ONLY

PCard Ordered by: _____ Date Ordered: _____

PCard Received by: _____ Date Received: _____

PCard Issued by: _____ Date Issued: _____

Last 4-digits of PCard #: _____

Send completed forms to pcards@richmond.edu. Questions? (804) 289-8177