

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY PURCHASING CARD USER AGREEMENT

Introduction

Southeastern Oklahoma State University has entered into an agreement with JPMorgan Chase that provides SE with a Commercial Purchasing Card to purchase selected materials and supplies. Using the Purchasing Card benefits SE and its departments through:

- Promptly paying our vendors
- Reducing overall processing costs
- Enabling purchases from vendors who do not accept purchase orders

The policies contained in this agreement and in the supplemental PaymentNet Cardholder/Manager Guide must be followed by Cardholders as guidelines for conducting business. Policy violations may result in revocation of card privileges and possible disciplinary action including termination.

General Policy Guidelines

Cardholder Definitions: Purchasing Cards are issued to departments at the discretion of Southeastern Oklahoma State University.

Ownership and cancellation of the Purchasing Card: The Purchasing Card remains the property of JPMorgan Chase. It may not be transferred to, assigned to, or used by anyone other than the person designated by the Card Manager. JPMorgan Chase or SE may suspend or cancel card privileges at any time for any reason. The ProCard Manager will surrender the Purchasing Card upon request to the Program Administrator in the Office of Finance. Use of the Purchasing Card or account after notice of its cancellation may be fraudulent and may cause SE to take legal action.

Spending Limits: Each Purchasing Card has pre-set spending limits which may not be exceeded. It is the responsibility of the ProCard Manager to ensure that DPS working available budget is sufficient prior to purchasing on credit card. The Purchasing Card should be used whenever and wherever possible for charging supplies and materials of \$2500 or less per vendor per day. **Purchases may not be split and charged to the credit card to avoid the requisition requirements for pre-approval of expenditures \$2500 or more (see purchasing policies and procedures).** No personal expenses are to be charged to the Purchasing Card. Requests for changes in spending limits must be directed to the Purchasing Card Program Administrator.

Purchasing Card Abuse: Abuse of the Purchasing Card may result in revocation of the Card and appropriate disciplinary action. Policy violations include, but not limited to:

- Purchasing items for personal use
- Splitting purchases to avoid requisition requirement for pre-approval of expenditures \$2500 or more
- Exceeding budgeted funds
- Using the Purchasing Card for travel and entertainment purposes
- Failure to return the Purchasing Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to the SE Office of Finance by the 7th of the month.

Usage: For additional specific guidelines, the Purchasing Card User must refer to the Card User Guide, which will be distributed to ProCard Managers.

Receipts: It is the Purchasing Card User's responsibility to obtain transaction receipts from the merchant or vendor each time the Purchasing Card is used. These receipts **must** show that no tax was charged. It is

the Card User's responsibility to communicate with the vendor **before** a purchase is made, that SE is tax exempt. Each month, the Purchasing Card Manager will receive and print a statement from PaymentNet. Individual transaction receipts must be attached to the statement and submitted to the Program Administrator in the Office of Finance. Statement signed by approver and receipts are due in the Office of Finance by the 7th of the month. Failure to meet deadline could result in revocation of the Card and appropriate disciplinary actions.

Departmental Approval: Each transaction will be posted to PaymentNet for approval by the ProCard Manager and the Approver. See the PaymentNet Cardholder/Manager Guide for further instruction.

Disputed Items: It is the ProCard manager's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent receipts and/or statements. Guidelines for disputing charges are found in the PaymentNet Cardholder/Manager Guide.

Protecting the Purchasing Card:

The Purchasing Card is valuable property which requires proper treatment by the Card User, ProCard Manager and Approver to protect it from misuse by unauthorized parties.

Validation/Safekeeping: Find a safe place to keep the Purchasing Card. Check the card out to users by having them sign a log with date and time the card is checked out and the date and time it is returned. Make sure the Card User returns the Purchasing Card to the ProCard Manager and supplies the ProCard Manager with the transaction receipt when the card is signed in. Turn in the Purchasing Card to the Program Administrator in the Office of Finance upon the expiration date. Program Administrator will then dispose of the expired card.

Lost or Stolen Purchasing Cards: If the Purchasing Card is lost or stolen, please contact JPMorgan Chase immediately, 24hours a day at **1-800-270-7760**. Also contact the Program Administrator in the Office of Finance at the earliest possible time 580-745-2132.

The undersigned Purchasing Card User/Manager/Approver attests that he/she has read the SE Card User Agreement and agrees to be bound by these terms and conditions.

_____ Date

Purchasing Card Applicant

Please keep a copy of this agreement for the records of the requesting department. Original signed agreement will be kept on file in the Office of Finance.