

John Carroll University Purchasing Card Agreement

I, _____ (“Cardholder”) hereby acknowledge receipt of my JPMorgan Chase Purchasing Card (P-Card). In consideration of John Carroll University (the “University”) obtaining the P-Card and providing it to me, I agree to and understand the following:

1. The P-Card is provided to eligible University employees based on their need to purchase business related goods and services, including those related to travel and entertainment. The P-Card is not an entitlement nor reflective of title or position and may be revoked at any time.
2. The P-card is to be used for University business related purchases only; personal charges are strictly prohibited.
3. The Cardholder is the only person entitled and authorized to use the P-Card and is responsible for all charges made against the P-Card.
4. The Cardholder is expected to fully comply with the policies and procedures outlined in detail in the Purchasing Card Users Manual, of which the Cardholder has a copy.
5. Improper use of the P-Card can be considered misappropriation of University funds that may result in disciplinary action, up to and including termination.
6. The Cardholder is responsible for reconciling their monthly Purchasing Card Statement, including maintaining Supporting Documentation for all transactions, providing Transaction Notes for all transactions and timely submitting fully reconciled statements to the P-Card Office.
7. The Cardholder is responsible for resolving any disputed transactions by contacting their supplier, Purchasing Card Administrator and/or JPMorgan Chase.
8. A lost or stolen card should be reported immediately by telephone to JPMorgan Chase Customer Service at 1-800-270-7760 (24-hours, 7-days a week).
9. The Cardholder must surrender the P-Card upon termination of employment. At this point, no further use of the P-Card is authorized.

Date _____

Cardholder Signature