



Eastern Illinois University  
Department of Procurement,  
Disbursements & Contract Services  
1135 Old Main  
600 Lincoln Avenue  
Charleston, IL 61920

## PURCHASING CARD AGREEMENT

Participation in the J.P. Morgan Chase 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 an Eastern Illinois University P-Card, and by signing this agreement, **I agree to the following terms and conditions:**

1. The P-Card is provided to employees based on their need to purchase business-related goods and services. I understand that my P-Card may be revoked at any time based on change of assignment, transfer of departments or upon termination from Eastern Illinois University. The card is not an entitlement nor reflective of title or position.
2. The P-Card is for business-related departmental purchases **ONLY**; personal charges are **NOT** allowed under any circumstances.
3. In making purchases with the P-Card, I will strive to obtain the best value for the University.
4. I understand that I am the only person entitled to use the P-Card, and I am responsible for all charges made against the card.
5. I understand that improper use of the card shall be considered misappropriation of University funds, which may result in disciplinary action, up to and including termination and/or criminal charges being filed with University and local authorities.
6. In accordance with the P-Card program policies, I will comply with internal control procedures in order to protect University assets. This includes maintaining proper receipts and supporting documentation, reconciling monthly statements, and following proper credit card security measures. I will retain all supporting documentation within my department and understand that the documents **must be accessible** for review purposes.
7. I understand that all transaction documentation and reconciliations will be subject to audit by the Department of Procurement, Disbursements and Contract Services and/or The Office of Internal Auditing.
8. I am responsible for reviewing my transactions daily/weekly in PaymentNet and allocating the expenses to the appropriate Banner organization number prior to the designated deadline.

9. I am responsible for reconciling my monthly Statement and resolving any discrepancies by contacting the vendor or bank.
  
10. I am responsible for ensuring my card and card number is protected from theft or loss. I will immediately notify J.P. Morgan Chase, the P-Card Administrator, and my account manager of any loss or improper use of my card or card number.
  
11. I will surrender the P-Card to the University's P-Card Administrator or my immediate supervisor upon demand or upon my termination of employment with the University. At that point, no further use of the card is authorized.

**ACKNOWLEDGEMENT**

I certify that I have received and read the Eastern Illinois University Purchasing Card Policy and Procedures Manual. I understand the terms and conditions stated in this Purchasing Card Agreement. I attended training on \_\_\_\_\_ (enter date) and have been given an opportunity to ask any questions to clarify my understanding of the P-Card Program.

I understand that violation of these terms will be subject to disciplinary action as described in the Purchasing Card Policy and Procedures Manual. I will reimburse Eastern Illinois University for all incurred charges and any costs related to the collection of such charges.

Cardholder Signature	Date	Cardholder Name (Printed)

*I certify that it is my responsibility to monitor and review purchases made by this Cardholder in accordance with the Purchasing Card Policy and Procedures Manual and will revoke the use of their P-Card if it is not being used as intended.*

Account Manager	Date	Account Manager Name (Printed)