

**KUTZTOWN UNIVERSITY/ EAST STROUDSBURG UNIVERSITY  
PURCHASING & TRAVEL CARD CARDHOLDER AGREEMENT**



I, (PRINT NAME) \_\_\_\_\_, hereby request a Purchasing and/or Travel Card. As a card holder 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 Kutztown University or East Stroudsburg University Purchasing and/or Travel Card – and will be making financial commitments on behalf of Kutztown University or East Stroudsburg University (hereinafter the “University”), and will strive to obtain the best value for the University.
2. I understand that the University is liable to Bank of America Merrill Lynch for all charges incurred on this card.
3. I agree to use this Purchasing/Travel Card for approved purchases only and am not authorized to charge personal purchases. I understand that the University, State System of Higher Education and/or Commonwealth of Pennsylvania authorities will audit the use of this card, and will take appropriate action necessary for unauthorized use.
4. I understand that if this Purchasing/Travel Card is used for any unofficial/unauthorized purposes I am required to reimburse the University in a timely manner and any outstanding balances due to these purchases may be withheld from my *paycheck via payroll deduction*.
5. I agree to follow the established procedures for the use of the Purchasing/Travel Card as detailed in the Purchasing/Travel Card Policy & Procedures located at <http://www2.kutztown.edu/about-ku/administrative-offices/procurement-services/for-staff-and-faculty/procurement-card.htm>. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions, including discipline in accordance with the Employee Handbook, Collective Bargaining Agreements, and all applicable laws, regulations, and policies.
6. I agree to return the Purchasing/Travel Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change which causes my cost center (department) to likewise change, I also agree to notify the Purchasing Card Administrator in writing of any and all changes to my card profile.
7. If the Card is lost or stolen, I agree to notify the Purchasing Card Administrator and Bank of America Merrill Lynch immediately.

**ALL INFORMATION IS REQUIRED. INCOMPLETE FORM WILL BE RETURNED TO APPLICANT**

<b>CARDHOLDER INFORMATION:</b>		
Applicant’s Name (PRINT): _____	Applicant’s Signature: _____	XXX-XX-____ / Last four of SS# / Personnel #
Department Cost Center: _____	Applicant’s Country of Citizenship: _____	Applicant’s Date of Birth: _____
Department Name To Be on Card: (25 Character/Spaces Max) _____		
Credit Level Code Requested: Purchasing Card Code: _____ Travel Card Code (ESU ONLY): _____		
<b>CARDHOLDER CONTACT INFORMATION:</b>		
Department Address (Building and Room): _____		
Complete Business Phone: _____	Complete Business Fax: _____	
E-mail Address: _____		
<b>CARDHOLDER APPLICATION AUTHORIZATIONS/APPROVALS:</b>		
Department Chairperson’s Name (PRINT): _____	Department Chairperson’s Signature: _____	Date: _____
Dean/Director’s Name (PRINT): _____	Dean/Director’s Signature: _____	Date: _____
Vice President’s Name (PRINT): _____	Vice President’s Signature: _____	Date: _____
<b>PURCHASING CARD ADMINISTRATOR:</b>		
Purchasing Card Administrator Signature: _____		Date: _____
<b>COMPLETE THIS SECTION UPON RECEIPT OF THE CARD</b>		
Applicant’s Name (PRINT): _____	Applicant’s Signature: _____	Date: _____

## Credit Level Codes and Descriptions

<u>Credit Level Code</u>	<u>Card Type</u>	<u>Description</u>	<u>Single Transaction</u>	<u>Single Transaction</u>	<u>Monthly Limit</u>
			<u>Limit for KU</u>	<u>Limit for ESU</u>	
<b>SSPC01</b>	PCARD	General Retail Category	\$1,000	\$1,000	\$1,000
<b>SSPC02</b>	PCARD	General Retail Category	\$1,000	\$1,000	\$3,000
<b>SSPC03</b>	PCARD	General Retail Category	\$3,000	\$1,500	\$3,000
<b>SSPC04</b>	PCARD	General Retail Category	\$1,000	\$1,000	\$5,000
<b>SSPC05</b>	PCARD	General Retail Category	\$3,000	\$1,500	\$5,000
<b>SSPC06</b>	PCARD	General Retail Category	\$5,000	\$1,500	\$5,000
<b>SSPC07</b>	PCARD	General Retail Category	\$5,000	\$1,500	\$10,000
<b>SSPC08</b>	PCARD	General Retail Category	\$10,000	\$1,500	\$10,000
<b>SSPC09</b>	PCARD	General Retail Category	\$20,000	\$1,500	\$20,000
<b>SSPC10</b>	PCARD	General Retail Category	\$30,000	\$1,500	\$30,000
<b>SSPC11</b>	PCARD	General Retail Category	\$40,000	\$1,500	\$40,000
<b>SSPC12</b>	PCARD	General Retail Category	\$50,000	\$1,500	\$50,000
<b>SSTC13</b>	TRAVEL CARD	Travel Related Category	N/A	\$2,000	\$2,000
<b>SSTC14</b>	TRAVEL CARD	Travel Related Category	N/A	\$2,000	\$3,000
<b>SSTC15</b>	TRAVEL CARD	Travel Related Category	N/A	\$3,000	\$3,000
<b>SSTC16</b>	TRAVEL CARD	Travel Related Category	N/A	\$2,000	\$5,000
<b>SSTC17</b>	TRAVEL CARD	Travel Related Category	N/A	\$5,000	\$5,000
<b>SSTC18</b>	TRAVEL CARD	Travel Related Category	N/A	\$10,000	\$10,000
<b>SSTC19</b>	TRAVEL CARD	Travel Related Category	N/A	\$20,000	\$20,000