



KUCR CREDIT CARD ACCOUNT ACCOUNT HOLDER AGREEMENT

Financial Services
Youngberg Hall
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Lawrence, KS 66045-7563
Telephone: 785-864-3441
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KUCR Credit Card Account Terms and Conditions:

1. The KUCR Credit Card Account (account) is a Visa Commercial credit card account issued by United Missouri Bank (UMB). University of Kansas Center for Research, Inc. (KUCR) will authorize and issue the account to qualified University of Kansas (KU) employees based on the need to purchase business-related goods and services with KUCR funds. The account may be used only for goods and services to be paid with funds held by KUCR.
2. The account holder must comply with KUCR policies and attend mandatory account training.
3. The account is KUCR property. All charges are billed directly to and paid by KUCR. KUCR Financial Services will review all charges to determine allowable costs. Charges not allowed on the project designated by the account holder will be charged to the default KUCR account number provided by the Department or Research Unit. This non-grant default KUCR account number must be provided before a card will be issued.
4. The account holder agrees to provide the supporting receipts from the vendor and a transaction log for all transactions as specified by the account administrator under KUCR's policies and procedures. The account holder will contact the account administrator promptly for assistance in resolving discrepancies between transaction records and UMB statements. Failure to either report or document any purchase may be deemed an improper use of the account.
5. If the card or account number is lost or stolen, then the account Holder must immediately notify the account administrator.
6. The account holder's department is responsible for all charges, including fees and interest, incurred from improper use of the account. KU departments will notify the account administrator if the account holder leaves the department.
7. The account holder understands that only the account holder to whom the account is assigned may use this account.
8. The account holder may not make personal purchases on the account. The account holder understands that he or she is personally liable for any improper use of the account and agrees to pay the issuer of the card (such issuer shall be a third party beneficiary under this agreement), including fees and interest assessed against the improper purchase, other than improper use as a result of a lost or stolen card which was reported immediately as required in item 5 above. The account holder understands that his or her improper use of the account may be cause for disciplinary action by KUCR including termination and that improper use of the account may subject the account holder to criminal prosecution. The account holder understands that KUCR may request KU to withhold amounts attributable to improper use by account holder from any paycheck or other state of Kansas warrant which may be payable to the account holder.
9. The account holder understands that should his or her employment with KU terminate for any reason, the account must be transferred to the account administrator. The account holder understands that KUCR may request KU to withhold his or her final paycheck until the account is resolved. The account holder also understands that KUCR may withdraw authorization to use the account and require the return of cards at any time for any reason.
10. The account holder understands that use of the account is subject to individual account limitations on expenditures for use in official state business. All purchases must comply with state and agency accounting and purchasing statutes, regulations, and policies including all policies that KUCR implements in the use of the account. Certain items may not be purchased with the account. Please refer to KUCR's Credit Card account manual for specific details.
11. The account holder acknowledges by his or her signature to this agreement that he or she has scheduled or received training in the proper use of the account; has received, read, and understands KUCR's *Credit Card Account Manual*, and he or she has read and understands this agreement.

APPLICATION FOR KUCR CREDIT CARD ACCOUNT

Applicant Information:

Name of Account Holder (Printed)		
Mailing Address		
Telephone Number		
Email Address		
Department		
Employee ID#		
Type of Account	<input type="radio"/> Card	<input type="radio"/> Cardless
Account Description and Purpose		
PeopleSoft Operator ID	Reconciler:	Reviewer (Verifier):
Limit	Transaction: \$	Monthly: \$

I understand and agree to the terms and conditions stated on page 2:

Date	
Account Holder Signature	

Department/Unit Approval

Supervisor Signature	
Supervisor Name (Printed)	
Date	

Dept./Unit Chair Signature	
Dept./Unit Chair Name (Printed)	
Date	
*KUCR Default Acct.# and Fund#	
*A non-grant KUCR account number is required before card will be issued	

KUCR Approval

Manager, Financial Services	
Date	

Office Use Only

Card Ordered	Training	Card Activation Date	Card Holder Data Collection Form