



KUCR Credit Card (P-card) Account Terms and Conditions:

1. The KUCR Credit Card (P-card) is a Visa Commercial credit card issued by United Missouri Bank (UMB). University of Kansas Center for Research, Inc. (KUCR) will authorize and issue P-cards to qualified employees of The University of Kansas (KU) based on the need to purchase business-related goods and services with KUCR funds. The account may only be used for goods and services to be paid with funds held by KUCR.
2. The card holder must comply with KUCR policies and participate in mandatory account training.
3. The card is KUCR property. All charges are billed directly to, and paid by, KUCR. KUCR Fiscal Affairs staff will review all charges to determine allowable costs. Charges not allowed on the project designated by the card 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. As specified by the account administrator under KUCR's policies and procedures the card holder agrees to provide supporting receipts for all transactions on their monthly statement. The card holder will contact the account administrator promptly for assistance in resolving discrepancies between financial system 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 card holder must immediately notify the account administrator.
6. The card holder's department is responsible for all charges, including fees and interest, incurred from improper use of the card. KU departments will notify the account administrator if the card holder leaves the department or the University.
7. The card holder understands that only the card holder to whom the card is assigned may use this card.
8. The card holder may not make personal purchases on the account. The card holder understands that he or she is personally liable for any improper use of the card 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 card holder understands that his or her improper use of the card may be cause for disciplinary action by KUCR including termination and that improper use of the card may subject the card holder to criminal prosecution. The card holder understands that KUCR may request KU to withhold amounts attributable to improper use by card holder from any paycheck or other state of Kansas warrant which may be payable to the card holder.
9. The card holder understands that should his or her employment with KU terminate for any reason, the card must be transferred to the account administrator. The card holder understands that KUCR may request KU to withhold his or her final paycheck until the account is resolved. The card 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 card holder understands that use of the card 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 card. Please refer to KUCR's Credit Card manual for specific details.
11. The card holder acknowledges by his or her signature to this agreement that, he or she is required to receive training in the proper use of the card, before the card will be issued, and he or she has read and understands this agreement.

Cardholder Signature: _____

Date: _____



APPLICATION FOR INDIVIDUAL KUCR PCARD ACCOUNT

Applicant Information:

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|---------------------------------|-----------------------------------|------------------|--------|------|
| Name of Account Holder | | | | |
| KU Mailing Address | Street/ Building # | City: | State: | Zip: |
| Telephone Number | | KU Email Address | | |
| Department | | KU Employee ID# | | |
| Account Description and Purpose | | Name of SCC: | | |
| PeopleSoft Operator ID | Reconciler 1: | Reviewer 1: | | |
| | | Reviewer 2: | | |
| | Reconciler 2: | Reviewer 3: | | |
| | | Reviewer 4: | | |
| Purchasing Limits | Per Transaction Max is \$3,000.00 | Monthly: \$ | | |

I understand and agree to the terms and conditions stated on page 1:

| | |
|--------------------------|--|
| 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 Application will be returned if KUCR default funding is not provided | |

KUCR Approval

| | |
|-------------------------|--|
| KU Research Procurement | |
| Date | |

Office Use Only

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|-----------------------------|----------|----------------------|----------------------------------|
| Card Ordered | Training | Card Activation Date | Card Holder Data Collection Form |
| Fraud/Reissue Date Reported | New Card | Card Activation Date | Card Holder Data Collection Form |
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