



**Procurement Card Application Form**

<p><b>Apply for:</b></p> <p>New Account          Reissue Replacement Card          Request Lost/Stolen Card          Close Account          Update Account Information</p>	<p style="text-align: center;"><b>Procurement Services Use Only:</b></p> <p>Monthly Limit: _____          Single Transaction Limit: _____</p>
--	---

**Cardholder Information**

FOAP/Budget Number: Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Bearpass #: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Department: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 PIN (Last 4 digits of SSN): \_\_\_\_\_  
 Please select one of the following:  
 \_\_\_ Full Time Staff \_\_\_ Part Time Staff \_\_\_ Faculty \_\_\_ Graduate Assistant

**\* Terms & Conditions \***

1. Cardholder agrees to accept responsibility for the protection and proper use of the Procurement Card in accordance with the terms and conditions below:
2. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the Office of Procurement Services in accordance with University and department policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Procurement Card.
3. If the Procurement Card is lost or stolen, the Cardholder shall immediately notify UMB Bank, their respective Department and the Office of Procurement Services at the earliest. Failure to notify in a timely manner will lead to the cardholder being responsible for the unauthorized transactions.
4. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the proper use of the Procurement Card.
- 5. CARDHOLDER SHALL NOT MAKE ANY PERSONAL PURCHASES ON THE PROCUREMENT CARD.**
6. Cardholder understands that he/she shall be personally liable for any improper use of the Procurement Card and agrees to pay to the issuer of the card for such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase.
7. Cardholder understands that his/her improper use of the Procurement Card may be cause for disciplinary action by the University, including termination, and that improper use of the Procurement Card may subject Cardholder to criminal prosecution.
8. Cardholder understands that the University may withhold amounts attributable to improper use by the Cardholder from any paycheck or other payment which may be due the Cardholder.
9. Cardholder understands that should his/her employment with the University terminate for any reason, the Procurement Card must be returned to the Office of Procurement Services
10. Cardholder understands that the department and/or the Office of Procurement Services may withdraw authorization to use the Procurement Card and require the return of the Procurement Card at any time for any reason.
11. Cardholder understands that use of the Procurement Card is for purchases of \$3,000 or less unless prior exception is requested and approved by the Office of Procurement Services. All purchases must comply with University accounting and purchasing policies, including policies the Cardholder's department implements in the use of the Procurement Card.
12. Cardholder agrees to follow the allowable/non-allowable guidelines as mentioned in the Procurement Card manual.
13. If in doubt as to whether a purchase is authorized through the use of the Procurement Card, Cardholder understands that he/she should seek prior approval from the Office of Procurement Services.
14. Cardholder acknowledges by his/her signature to this form agrees to be bound by the terms stated in both the Procurement Card manual and this agreement.
15. Cardholder also agrees to be responsible for court costs and attorney fees if the University is required to file a lawsuit to recover funds or otherwise enforce this agreement.

_____ Cardholder Signature	_____ Date	_____ Cardholder Print Name
_____ Department Coordinator Signature	_____ Date	_____ Department Coordinator Print Name
_____ Approver Signature	_____ Date	_____ Approver Print Name
_____ Procurement Services Signature	_____ Date	_____ Procurement Services Print Name