

14.19 Business Procurement Cardholder Agreement

Please Print All Responses This _____	Required: <i>last four (4) digits</i> of your Social Security number. _____ will be use as a check for activating your card.
_____ Name of Cardholder	_____ Cardholder Business Address
_____ Cardholder ID Number	_____ Account Number for Charges
_____ Department Name & Number	_____ Cardholder Business Phone Number
_____ Supervisor's Name & Title	_____ Supervisor's Phone Number

BPC Holder agrees to accept responsibility for the protection and proper use of the BPC in accordance with the terms and conditions below:

1. The BPC Holder agrees to comply with all Park University purchasing policies including the Business Procurement Card Policy and provide the required supporting receipts from the vendor and to maintain a Transaction Log ("BPC Transaction Log"). Failure to report or document any purchase may be deemed an improper use of the BPC.
2. If the BPC is lost or stolen, Cardholder must notify UMB Bank Security at 1-800-821-5124 and the BPC Administrator, Phone 816-584-6487 , FAX 816-746-6423, email: donna.gifford@park.edu.
3. Park University ("University") shall be responsible for all charges, including fees and interest, incurred from the proper use of the BPC.
4. **The BPC Holder May Not Make Personal Purchases On The Card.** The BPC Holder agrees that he/she shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the BPC 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 BPC which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. The BPC Holder agrees that his/her improper use of the BPC may be caused for disciplinary action by the University including termination and that improper use of the BPC may subject BPC Holder to criminal prosecution. The BPC Holder agrees that the University may withhold amounts attributable to improper use by BPC Holder from any paycheck or other University check which may be payable to BPC Holder.
5. The BPC Holder agrees that should his/her employment with the University terminate for any reason, the BPC must be returned to the BPC Administrator. The BPC Holder understands that the University may withhold his/her final paycheck until the BPC is returned. The BPC Holder also agrees that the University in its sole and absolute discretion may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.

6. The BPC Holder agrees that use of the BPC is for the purchase of commodity and non-inventory capital items subject to individual card limitations on expenditures for use in official University business. All purchases must comply with University accounting and purchasing statues, regulations and policies including all policies the University implements in the use of the BPC. The following items may *not* be purchased or paid for with the BPC, however, the list is not all inclusive.

Alcoholic beverages	Items for which payment is made by Purchase Order
Business Cards	Leases
Capital purchases (subject to inventory)	personal items
Cash advances	Printing
Construction, renovation or installation	Furniture Purchases involving trade-ins
Telephone, related equipment	Weapons, ammunition
Membership	Hazardous Materials

If in doubt that a purchase is authorized under this agreement through the use of the BPC, the BPC Holder must seek prior approval from the BPC Administrator. Such approval presumes the proper use of the BPC.

7. The BPC Holder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the BPC; has received, read and understands the applicable University Business Procurement Card Policy; and has read and understands this agreement.

Cardholder signature: _____

Date _____

Supervisor's Signature: _____

Date _____

For Park University Administrative Use Only

Cycle Credit Limit: \$500 unless otherwise approved (not to exceed without written authorization)

Approval: Print Name: _____ Title: BPC Administrator

Signature: _____ Date: __