

GEORGIA STATE UNIVERSITY
PURCHASING CARD AGREEMENT

I, _____, acknowledge receipt of Georgia State University's Bank of America Purchasing Card number xxxx-xxxx-. I further agree to the following terms regarding the use of the Purchasing Card.

1. This Card will be used for allowable University purchases only. **NO PURCHASES FOR PERSONAL USE WILL BE PERMITTED.** I acknowledge that improper use of the Card could result in disciplinary action that may include termination of employment.
2. I acknowledge my responsibilities to safeguard this Card from improper use. Purchases made with the Purchasing Card are limited to those allowed through the Petty Cash reimbursement process, the non-personal services payment process and the Registration payment process. **ALL LIMITS ASSOCIATED WITH THE AFOREMENTIONED PROCESSES ARE APPLICABLE TO THE USE OF THE PURCHASING CARD EXCEPT THAT NO SINGLE ITEM OF EQUIPMENT OR FURNITURE FOR \$3,000.00 OR MORE MAY BE PURCHASED USING THE PURCHASE CARD.** Ignorance of these limits does not excuse improper use. I will be personally responsible for the reimbursement to Georgia State University for any improper purchase.
3. I acknowledge my responsibility to immediately report the loss or theft of the Purchasing Card to the Purchasing Department at (404) 413-3150, and to the Bank of America at 1-888-449-2273. A replacement card will be processed upon request.
4. Expenses incurred using the Card will appear on the appropriate department's financial report. Incorrect charges are the responsibility of the department to correct by notifying the Accounting Services department in writing.
5. I acknowledge that the Card is the property of Bank of America/Georgia State University. I will return the Card to the University's Purchasing Department upon a change in my employment status at Georgia State University if the change negates the need for my usage of the Card. Georgia State University may request my Card to be returned at any time for any reason.

Employee Signature

Date

Printed/Typed Name

Telephone Number

Department Name

Fax Number

Georgia State University Account Number
(speedtype)

Email Address