



Purchasing Card – Cardholder Agreement

Participation in Cleveland State University’s Purchasing Card Program is a convenience that allows departments to make University business-related purchases in accordance with the procurement policies and procedures of the University.

The cardholder agrees that he/she will be accountable to the University for all charges made against the card. Purchase of any items for personal use with this card is strictly prohibited. The cardholder understands that failure to adhere to card policies and procedures or other misuse may result in revocation of card privileges and other disciplinary action.

The cardholder agrees to reconcile his/her account statement every month, and to forward the statement, with original receipts attached, to Accounts Payable.

A lost or stolen card must be reported immediately to JP Morgan Chase by calling 1-888-262-9345, which is available 24 hours a day, 7 days a week. The Department of Purchasing Services must also be notified at 216-687-3600.

The cardholder agrees to surrender his/her card immediately upon termination of employment, or when requested by the Department of Purchasing Services. The cardholder also agrees to promptly notify the Department of Purchasing Services if he/she changes departments within the University.

The cardholder acknowledges that he/she has completed the required purchasing card training.

I, the undersigned, have read the terms and conditions associated with the use of the University Purchasing Card and hereby acknowledge all responsibility for use of the card until it is returned or reported lost or stolen.

Applicant signature: _____ Date: _____