

PURCHASING CARD APPLICATION/AGREEMENT

Procurement Services

Room 200 Phillips Hall, South Campus

Phone: 516-463-6611 • Fax: 516-463-4605 • PurchaseReq@hofstra.edu

APPLICATION

To obtain a Hofstra University Purchasing Card, the employee must complete this form and submit it to Procurement Services. Use of this card is subject to the Hofstra University Purchasing Card Policy.

Employee (Cardholder):

Employee Name (print): _____

Employee ID Number: _____

Employee Title: _____

Department Name: _____

Telephone Number: _____

Email Address: _____

Cost Center/Budget: _____ Fund: _____ Org: _____ Account: ☐ 71002 - Supplies
☐ 71015 - Memberships
☐ 71016 - Subscriptions
☐ 71026 - Conference Fees
*☐ _____ Other

*Subject to restrictions under
Purchasing Card Policy.

Transaction Limits:

Standard Per Transaction Limit: **\$1,000**

Standard Monthly Limit: **\$1,000**

Note: Nonstandard limits may be requested, but require a detailed rationale, which must be provided by the respective VP or Dean, below. The signature of the Vice President of Financial Affairs is required for all amounts higher than the standard limit(s).

Nonstandard Per Transaction Limit: \$ _____ Nonstandard Monthly Limit: \$ _____

Rationale: _____

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AGREEMENT TERMS

1. You are being entrusted with a valuable tool, a Purchasing Card, and will be making financial commitments on behalf of the University. You must strive to obtain the best value for the University by using preferred suppliers (as identified by Procurement Services), whenever possible. You may not use the card for purchases such as office supplies, hazardous material, furniture, etc. (see Purchasing Card Policy).
 2. You understand that the University is liable for purchases made using the card. All purchases must be made for the use and benefit of the University. Personal purchases are not permitted on the card.
 3. You agree to use the card for approved purchases only and must not in any way intentionally misuse the card. Procurement Services, Internal Audit and the Controller's Office will monitor and audit use of the card. Any misuse of the card, including fraudulent use, will be reported to the appropriate Dean or VP for further action.
 4. The cardholder is responsible to maintain adequate documentation for all transactions. Each cardholder must maintain a transaction log that includes the date, vendor, amount, and statement of business purpose, and must attach all original receipts. The log, statement, original receipt documentation and employee approval should be forwarded to your supervisor each month for review and approval and should be maintained for three years.
 5. Should there be an organizational change that causes your cost center or budget to change, you must notify Procurement Services of this change so that the card can be linked to the correct budget.
 6. You agree to return the card immediately upon request or termination of employment (including retirement).
 7. If the card is lost or stolen, you agree to contact the Purchasing Card supplier immediately. Please also notify Procurement Services at 516-463-6611.
 8. You understand that the Purchasing Card is for your use only, and you will not give/loan the card to anyone else.
 9. The sales tax exempt number is indicated on the front of the card and should be communicated to the merchant, whenever possible, to avoid being charged sales tax.
- ☐ As the employee being issued a card, I have read, understand and will comply with the terms and conditions stated above and in the University's Purchasing Card Policy.

Employee Signature: _____

Date: _____

Approvals:

Supervisor Name: _____ Signature: _____ Date: _____

VP or Dean Name: _____ Signature: _____ Date: _____

Procurement Services: _____ Signature: _____ Date: _____

VP of Financial Affairs: _____ Signature: _____ Date: _____

Note: This form must be completed and submitted to Procurement Services. The cardholder will be notified by Procurement Services when the card is available for pickup; please allow up to 10 business days after the application is processed. The card must be picked up by the cardholder (bring your ID), after which training will be provided and the card will be activated.