VISA One Card
Cardholder Application Form

Form to be used for VISA One Card (card) Application requests.

- Complete the Cardholder Application Form and email to purchasing@trentu.ca
- The VISA One Card is for use related to procurements for Trent University business and travel only.
- The Budget Account Holder who approves transactions cannot be the same individual as the Applicant.
- The Applicant should be an employee of the University and deemed eligible by Procurement.
- Credit limits are $5,000 per transaction and $20,000 monthly CDN, inclusive of taxes.
- Anticipate two (2) weeks to receive the card following submission of Application.
- Applicant is responsible for activating the card and assigning a personal identification number (PIN) as advised in the instructional package included with card mailout.
- All transactions are subject to audit and inappropriate use may result in Trent University suspending or revoking cardholder concessions or disciplinary action.

CARDHOLDER APPLICATION INFORMATION	
Applicant Full Legal Name:	
Name to Appear on Card:	
Applicant Position:	
Applicant Department:	
Employee ID Number (7 digits):	
Work Email:	
Work Phone Extension:	

VISA ONE CARD TRAINING

- All Applicants are required to view the **VISA One Card TRAINING VIDEO** (click on hyperlink; approximate view time 8 minutes).

- Cardholder must review associated **Procedure** regarding use of credit card.

CARD APPLICANT ACKNOWLEDGEMENT

I acknowledge and attest that I have read and understand the responsibilities as a Cardholder:
- Ensure card purchases comply with University Policies and Procedures.
- Conduct all transactions in an ethical and professional manner.
- Ensure the card is secure and take precautions to avoid unauthorized use.
- Notify the financial institution immediately of lost or stolen card and initiate replacement card request.
- Do not split transactions to avoid spending limits.
- Verify transactions for accuracy when transactions appear in Chrome River for allocation.
- Resolve transaction discrepancies and issues with vendors directly.
- Report fraudulent items directly to financial institution.
- Obtain from vendor invoice and/or itemized receipt to support transaction allocation.
- Ensure invoice and/or receipt indicates the supplier's HST registration number to be eligible for HST rebate.
- Submit transaction supporting documentation electronically using Chrome River when allocating.
- Allocate transactions monthly and prior to the seventh (7th) of every month to ensure expenses are posted to the account on a timely basis.
- Allocate transactions to the appropriate general ledger account.
- Notify Procurement Services using the Maintenance Request Form of extended leaves from the University (i.e., maternity leave, sabbatical, or any other applicable circumstances) for greater than three (3) months to suspend card for the duration of leave. Allocate all transactions prior to leaving.
- That ineligible personal transactions must be re-paid and will be treated as a debt owed to the University.
- Corporate credit card must not be used for Professional Expense Funds (PEF)
- Attest to viewing Training Video and review of applicable policy and procedures as identified herein.

Card Applicant Signature	Printed name	Date

BUDGET ACCOUNT HOLDER ACKNOWLEDGEMENT

I acknowledge and attest that I have read and understand the responsibilities as Budget Account Holder:
- Has financial oversite obligation and responsibility over the budgeted funds to pay charges against the card.
- Provides approval by reviewing cardholder expense reports outlining card activity to confirm charges are appropriate and done in a timely fashion. Approval must be completed in Chrome River.
- Immediately reports unauthorized use of card to Procurement Services purchasing@trentu.ca
- Advise Procurement Services if a Cardholder has permanently left the University to cancel card.

Budget Account Holder Signature	Printed name	Date

PROCUREMENT DEPARTMENT APPROVAL

Procurement Authorizing Signature	Printed name	Date