

**Card Type:**

- Individual Cardholder - The card is issued in the cardholder's name and cannot be used by anyone other than the cardholder. Transaction limits are \$1,500 per transaction and \$5,000 monthly.
  
- Departmental - Departmental cards usually list the department or division as the embossed name on the card. This card can be used by multiple staff members but must still have one individual who is responsible for account reconciliation. Transactions limits are \$1,500 per transaction and \$5,000 monthly.
  
- Fleet Card - A fleet card is usually embossed with vehicle license plate number and is kept with the vehicle. The card is restricted to fuel and vehicle repair purchases only. This card can be used by multiple staff members but must still have one individual who is responsible for account reconciliation. Transaction limits are \$300 per transaction and \$2,500 monthly.
  
- Limited Term Card - These cards have typical transaction limits but are set to expire on a pre-determined date. Required end date:
  
- Declining Balance Card - These card start with a set credit limit and charges are subtracted from the card's limit as they are made. Once the card's balance is exhausted the card can no longer be used. The applicant and their manager should contact the VISA Program Administrator to establish transaction limits

**Cardholder Information:**

First Name:  Last Name:

E-mail:  Phone:

Default Accounting Code:  Employee Number:

At the end of each billing period the default account code will be charged if cardholder does not reallocate charges to appropriate accounts.

**Authorizations:**

**Cardholder:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Supervisor:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Vice President Research and International (Research cards only):**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Purchasing Office Use Only:**

Division Number: \_\_\_\_\_ Department Number: \_\_\_\_\_

Single Transaction limit: \_\_\_\_\_ Monthly Transaction Limit: \_\_\_\_\_

Notes: \_\_\_\_\_

To be signed by the Cardholder upon receipt of a Trent University Purchase Card.

This agreement outlines my responsibilities as a Trent University Purchase Card cardholder. By signing this agreement I acknowledge that I understand my responsibilities as a cardholder and agree to use my card in accordance with the University's Policies and Procedures.

Furthermore I understand that:

1. The card will not be used for personal or unapproved purchases. It will be used to purchase goods and services required to conduct university business within the prescribed limits of the University's Procurement of Goods and Services Policy and Corporate Purchase Card Procedure.
2. If the card is issued in my name, I will be the sole authorized user of the card and will not allow other unauthorized persons to use my card. Unauthorized use of the card may be considered fraudulent and may result in suspension or termination of my card.
3. The card must be forfeited upon change of job duties or termination of employment whether it be by termination, retirement, voluntary separation or re-organization.
4. The card is for use in Canada only. Foreign transactions are not allowed and should be arranged through the Purchasing office to ensure appropriate customs paperwork is in place.
5. The card is restricted from use for travel and meal expenses such as accommodations, vehicle rental and transportation providers. Attempting to use the card at these locations will result in the transaction being declined. The American Express Card is available for University travel expenses.
6. Card charges must be reconciled to the proper University accounts each month. I understand it is my responsibility to log into Access Online before the end of reconciliation cycle and allocate my charges to the appropriate accounts, and that failing to do so will result in loss of sales tax rebates and may result in the card being suspended or terminated.
7. I am responsible for reporting disputed or fraudulent charges immediately to US Bank and ensuring the issue is appropriately resolved.
8. I am responsible for the safe keeping of the card and reporting lost cards immediately to US Bank and the Purchasing Office.
9. All monthly statements must be reviewed and approved by a manager/supervisor. As the cardholder I am responsible for obtaining approvals before my statement is submitted to the Purchasing Office.
10. I am responsible for securing and submitting all required supporting documentation for each of my purchases. Failing to provide adequate documentation will result in loss of HST rebate and may cause the card being suspended or terminated.

---

Cardholder's Name

---

Card number

---

Cardholder's Signature

---

Date