

Student Purchasing Card Application and Agreement

Missouri University of Science and Technology
 G5C Campus Support Facility
 Rolla, MO 65409-0070
 (573) 341-4266

Card Information

Card Name

(Line 1 printed on card)

_____ (Maximum 32 characters)

Department Name

(Optional – Line 2 printed on card)

_____ (Maximum 25 characters)

Business Address

_____ (Maximum 25 characters)

Business Address

Line # 2 (optional)

_____ (Maximum 25 characters)

City

_____ (Maximum 25 characters)

State

_____ (2 Character State Code)

Zip Code

_____ (Use 9 digit Zip Code)

Phone

() _____

Contact Person

Email

Approving Official

Approving Official's Name:

Approving Official's Title:

5 Digit MoCode

6 Digit PS Account

Card Controls

Billing Cycle Limit	\$	Not to exceed \$15,000.00 without Procurement Approval
Single Purchase Limit	\$	Not to exceed \$500.00

Purchasing Card Administrator Use Only

Hierarchy Level _____	Hierarchy Number _____	Central Bill Number _____	Rolla PCard _____
User ID _____	Password _____	Role Access Level 0 _____	Special Handling Code 3 _____

MCC Group(s) 471 Include _____ (Add to PaymentNet Account Field 1)

Purchasing Card

Administrator's Name _____

Date _____

Purchasing Card

Administrator's Signature _____

Student Purchasing Card Agreement

If a card is lost or stolen, it is the Campus Department's responsibility to notify JP Morgan at 1-800-270-7760 and the Rolla Purchasing Card Program Administrator in the Missouri S & T Procurement Services Office at 573-341-4266 **immediately**. Under these circumstances, the campus department is responsible for payment of all charges made on the lost or stolen card up to \$1,000. Otherwise, the Campus Department is responsible and will be held accountable for all charges made to the Student Purchasing Card.

Failure to adhere to any of the above responsibilities and the procedures detailed during training for the Student Purchasing Card and as listed in the Student Purchasing Card Manual will result in revocation of Student Purchasing Card privileges and may result in revocation of all department Student Purchasing Cards. Use of the Student Purchasing Card for non-University, personal purposes, excluded items, or allowing the use of the Student Purchasing Card by an unauthorized individual may result in discipline, up to and including dismissal from employment and may in some circumstances also constitute a criminal act punishable by law. A list of categories of excluded items, for which the Student Purchasing Card is not to be used, will be provided to each Campus Department during training and/or when the card is issued.

Campus Department

As the Campus Department responsible for this Student Purchasing Card, we agree to accept the responsibility and accountability for the protection and proper use of this Student Purchasing Card, as enumerated above. If non-University charges are placed on the Purchasing Card by a student who signed out the card, UMR Campus Procurement Services will be contacted immediately.

Approving Official and Dean, Department Chair or Director

As Department Approving Official and Vice Chancellor, Dean, or Department Head I take full administrative responsibility for the action of the department issued the card and the students who sign out the card and I approve the limits set forth for this card on the previous page.

Approving Official Signature	Date
_____	_____

Vice Chancellor, Dean, Department Head	Date
_____	_____

Required: Attach an explanation of why your department requires a Student Purchasing Card and a list of procedures your department will follow for securing, issuing, reclaiming, and reconciling a Student Purchasing Card.

Student Purchasing Card Application & Agreement Instructions

This form is to be used as an application when requesting new Student Purchasing Cards. Changes may be requested using the Purchasing Card Change / Cancellation Form. Instructions for completing the application and agreement are listed below. Forms must be typed, written in legible handwriting, or printed.

Requesting a NEW card:

1. Complete the following Information:

- Card Name (32 characters or less: will be embossed on the card)
- Department Name (25 characters or less: will be embossed on the card)
- Business Address Line 1 & 2 (line 2 is optional but can be used if necessary)
- City, State, Zip Code (provide full 9 digit zip code if available)
- Business Phone
- Contact Person
- Phone
- E-mail

2. Complete the following Approving Official Information:

- Name of Approving Official (This field must contain the name(s) of the authorized signer(s) for the Student Purchasing Card's statement of account.)
- Title of Approving Official
- 5 Digit MoCode (required as a default; number can be edited during transaction reconciliation)
- 6 Digit PS Account (required as a default; number can be edited during transaction reconciliation)

3. Complete the following Card Controls:

- Billing Cycle \$ Limit (not to exceed \$5,000 without Procurement approval)
- Single Purchase Limit (not to exceed \$500.00 but can be less)
- Number of Transactions Per Day

The \$5,000 Billing Cycle and \$500.00 Single Purchase limits are listed only as maximum amounts allowed. Departments are strongly urged to consider the purchasing needs of the individual department and set limits accordingly.

4. Purchasing Card Administrator Use Only section is to be filled in by Procurement.

5. The second page of the application is a Student Purchasing Card Agreement, which must be signed by the Approving Official and the Vice Chancellor, Dean or Department Head before the application will be processed. The Vice Chancellor, Dean or Department Head may give the authority to sign the agreement on his/her behalf to the Division Fiscal Officer as long as he/she submits a letter to the Procurement Services Department stating such authority has been given.

6. Department must attach a separate sheet which includes an explanation of why your department requires a Student Purchasing Card and a list of procedures your department will follow for securing, issuing, reclaiming, and reconciling a Student Purchasing Card.