La Salle University

PHILADELPHIA, PA 19141

PURCHASING CARD APPLICATION FORM

Employee Name _____Last 4 Digits of SSN_____

Title _____Date of Birth_____

Department Name_____ Email _____

Business Phone Number_____

Fund Code 110050 Organization Code_____ Program Code_____

_____ _____
Department Head Authorization Date

_____ _____
Vice President/Provost Authorization Date

Employee shall read and sign this Purchasing Card Agreement and return the completed form to:
Director of Accounts Payable and Purchasing, Business Affairs Office, Lawrence Administration Building

LA SALLE UNIVERSITY PURCHASING CARD AGREEMENT

I understand and agree that:

1. This Master Agreement (the "Agreement") sets forth the terms and conditions under which La Salle University will direct JPMorgan Chase Bank to issue a Purchasing Card (a "Card") to me.

2. I authorize the release of the above personal and employment information by La Salle University to JP Morgan Chase for the purpose of account activation and cardholder verification only.

3. I understand and agree that the purpose of the Purchasing Card account (the "Account") is to permit me to charge expenses incurred for La Salle University business so that I do not have to use personal funds for those purposes. The Account is to be used to pay for official University business expenses only. I understand that personal purchases are not permitted on the card.

4. I agree that I will use the Account only for the purposes described above. I further agree that I am personally responsible for submitting expense reports with receipt documentation for all card purchases in accordance with the University Purchasing Card policy no later than 10 business days before the payment due date. I agree that the Card is the property of La Salle University and I will return it immediately upon termination of employment, or upon request by either La Salle University or JPMorgan Chase Bank.

5. I understand that as a University cardholder, it is my responsibility to pay from the department's budget all late fees and interest billed due to late payment.

6. The terms and conditions governing use of the Card and the Account are set forth in the Credit Card Agreement and Disclosure that will be provided to me by JPMorgan Chase Bank at the time the card is issued. The Disclosure, as amended by JPMorgan Chase Bank from time to time in accordance with its terms and applicable law, is incorporated by reference into this Agreement and is part of this Agreement.

7. I understand and agree that La Salle University and JPMorgan Chase Bank may share information concerning the Account for purposes relating to the administration of the Account, to ensure compliance with the terms of this Agreement and La Salle University's policies and procedures, and for La Salle University's internal audit purposes.

8. I understand that it will take approximately 10 business days for receipt of the Purchasing Card. The Director of Accounts Payable and Purchasing will notify me when to pick up the card and will provide a brief orientation on policy and procedure.

9. By signing below, I agree to the terms and conditions of this Agreement.

_____ _____
Employee Signature Date