



ROSE-HULMAN

INSTITUTE OF TECHNOLOGY

Cardholder's Agreement

Introduction

RHIT has entered into an agreement with JP Morgan Chase that provides authorized employees with a Commercial Card to purchase selected materials and services.

The policies contained in this agreement and in the *Cardholder's Guide* must be followed by cardholders when conducting Institute business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Guidelines

Cards are issued to individuals and are not for general departmental use. The employee who is issued a card is responsible for all purchases made with that card. Cards are issued solely for RHIT business and most purchases are non-taxable.

Ownership and Cancellation of the Commercial Card: The Commercial Card remains the property of JP Morgan Chase. It may not be used by anyone other than the designated Cardholder. JP Morgan Chase or RHIT may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the card upon request to the program administrator. Use of the card after notice of its cancellation could result in legal action and/or result in personal liability.

Spending Limits: Each Commercial Card has established spending limits which may not be exceeded under any circumstances.

Commercial Card Abuse: Policy violations may result in revocation of the card and appropriate disciplinary action. Policy violations include the following purchases:

- Items for personal use
- Cash advances
- Travel and entertainment items, including airline tickets, hotels, motels, car rentals, gasoline, entertainment, and meals (unless specifically authorized)
- Research animals and products
- Radioactive, chemicals, reagents, drugs, or biological materials
- Items or services requiring that a contract be signed
- Consulting Services

Other policy violations include exceeding credit line limits and failure to return cards upon request.

Receipts

It is the cardholder's responsibility to obtain receipts from the merchant each time the card is used. Each month the Cardholder or the department's designee will access an activity statement from the bank. Individual transaction receipts are to be attached to a copy of this activity report and submitted to the budget manager for approval. Following approval, the activity report and receipts must be forwarded to the Business Office by the 7th of the month. Failure to submit proper and timely documentation to the Business Office may result in revocation of cardholder privileges.

Documentation for Goods/Services

Purchases must be supported by the original receipt. A copy of the order confirmation itemizing all items is required for Internet purchases. If the required documentation for the purchase is not available, an explanation must be recorded on the transaction form. If an item is returned to the supplier, a credit must be applied to the account. Cash or a due bill cannot be accepted for a returned item.

Documentation for Travel and Entertainment Expenses

Purchases must be documented on a *Cost Allocation Detail Report* and supported by the following documentation.

Conference registration – a copy of the registration statement that itemizes all conference costs

Airline tickets – the receipt or e-ticket summary that itemizes all costs

Hotel – an original hotel receipt/portfolio that itemizes all costs

Rental Cars – an original car rental agency bill that itemizes all costs

Meals/Entertainment - In addition to the original receipt, additional information is required for business meals and departmental business functions. *IRS rules require recording the time, date, place, business purpose, and attendees for all business meal purchases.* Purchases for food and supplies for a departmental business function must include a description of the attending group.

If the required documentation for the purchase is not available, an explanation must be recorded on the transaction form.

Disputed Items

It is the cardholder's or the department's designee's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. The Cardholder's Guide contains specific guidelines for handling dispute resolutions.

