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
- International purchases (contact card administrator for exceptions)

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.

**Protecting the Commercial Card**

The Commercial Card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

**Validation/Safekeeping**

Sign the Commercial Card immediately upon receipt. When the expiration date has passed and/or after you have received a new Commercial Card, shred the old Commercial Card. Make sure the Commercial Card is returned to you after each use.

**Lost/Stolen Commercial Cards**

It is the responsibility of the cardholder to *promptly* report a lost or stolen card, as specified in the Cardholder’s Guide.
PLEASE NOTE:

The United States Office of Foreign Assets Control (OFAC) prohibits U.S. entities from transacting with persons on the U.S. government sanctions list. JP Morgan Chase is required to comply with this federal law when issuing purchasing cards. Compliance requires that JP Morgan Chase verify your citizenship, Social Security number, and home address. This process will be coordinated by Human Resources. (These same federal requirements are now observed by all U.S. banks and credit unions when you open a new account). If you object to this disclosure, do not submit this application.

The undersigned cardholder applicant and budget manager request that a Commercial Card be issued to the applicant. This applicant has read the above Cardholder’s Agreement, the Cardholder’s Guide, and has reviewed the ADS Website and agrees to be bound by their terms and conditions.

Cardholder is eligible for travel and entertainment expenses  [Yes]  [No]  (Check one)

Name of person(s) who will balance this card monthly ________________________________________________________________

Indicate the preferred default values for Fund and Org (e.g. 1100/4712) ____________________________

__________________________________________________________

Commercial Card Cardholder Applicant  Department  Date

__________________________________________________________

Department Head  Department  Date

__________________________________________________________

Director of Administrative Services  Date

PLEASE PROVIDE THE INFORMATION BELOW TO OBTAIN YOUR CARD:

<table>
<thead>
<tr>
<th>NAME as it will appear on your card :</th>
<th></th>
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<tbody>
<tr>
<td>(PRINT, please):</td>
<td></td>
</tr>
<tr>
<td>Office Phone #:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Last 4 Digits of Social Security # or other four-digit password:</td>
<td>NOTE: this information will be used for self-identification only, should you contact our bank. This card has no impact on your credit.</td>
</tr>
<tr>
<td>Date of Birth:</td>
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Applicant should retain a copy of this agreement and forward the original to B. Watson, CM25