



DREXEL UNIVERSITY ONLINE PROCUREMENT CARD APPLICATION

I. Preliminary Question

- a. Is the potential Cardholder a full-time employee of Drexel University Online?

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Yes

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No

If yes, please proceed to section II. Cardholder Information.

If no, please provide answers to the following:

- a. What is the business purpose?

- b. How long will the potential Cardholder be required to use the P-Card?

- c. Please proceed to section II. Cardholder Information.

II. Cardholder Information

Employee Full Name (Up to 24 Characters)

Title

Employee ID Number

Department Name

Employee Date of Birth (MM/DD/YYYY)

University Email Address

Employee Phone Number

Network User ID (e.g., abc123)

Department Number (e.g., BD1)

Country of Citizenship

Complete Department Address (Building & Room/Suite Numbers)

Employee Home Address (Street Number, Street Name, Apt#, City & State)

Employee's Signature

Date

III. Cardholder Approver Information (Required)

As an Approver, you must have signature authority and sign off on applicant's Transaction Allocation Report.

Print Name of Approver: _____

Approver Agreement:

As the Approver, I hereby agree to administer fiduciary responsibility by: (initial)

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Authorizing all transactions for compliance, as stated in the P-Card Policy and Guidelines.

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Ensure all transactions are reconciled to correct cost center by monthly deadlines.

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Verify that each transaction has a detailed receipt and detailed business purpose.

☐ Verify all transactions have detailed transaction notes in PaymentNet and on the Transaction Allocation Report.

If I find any inappropriate purchases, I will notify Procurement Services immediately within 48 hours via pcard@drexel.edu.

Approver's Signature

Date

IV. Cardholder Controls (to be completed by the Reporting Authority)

Please provide at least two (2) signatures below:

P.I./Cost Center Administrator/Department Chair/Director		
Print Name	Signature	Date
Dean/Vice President		
Print Name	Signature	Dat
Provost/Senior Vice President/President		
Print Name	Signature	Dat

V. Monthly Spending Limits and Single Transaction Limits

Standard Limits: ☐

Credit Limit: \$10,000

Single Trans. Limit: \$4,999

Transactions per Day: 12

Modified Limits:

Credit Limit: _____

Single Trans. Limit: _____

Transactions per Day: _____

Travel & Entertainment Limits:

Credit Limit: _____

Single Trans. Limit: _____

Transactions per Day: _____

Purpose of Modified Limits:

VI. Procurement Card Cardholder Agreement

1. I understand that by using the Procurement Card (P-Card), I will be making financial commitments on behalf of Drexel University; that the University will be liable for all charges made with the P-Card.
2. I will strive to obtain the best value for the University when purchasing with the P-Card.
3. I agree to use the P-Card only for authorized purchases and in an appropriate manner, as defined in the Procurement Services Policy, P-Card Policy, P-Card Guideline and in accordance with all other existing purchasing and travel related policies and procedures.
4. I understand that should I make an unauthorized purchase with the P-Card or use the P-Card in an inappropriate manner, I will be subject to disciplinary action, including termination, as set forth under P-Card Policy and Guideline.
5. I understand that the University will monitor and audit my use of the P-Card.
6. I understand that the P-Card remains the property of JP Morgan Chase and that I am accountable for activity on the Card.
7. I understand that it is my responsibility as a Cardholder to: make appropriate purchases, collect itemized receipts, approve charges via Payment Net, follow -up with vendors and/or the bank on disputes, reconcile monthly charges by the due date, and submit fully executed Transaction Allocation Reports to the Procurement Services Office via pcard@drexel.edu.
8. I have read the P-Card Policy and Guideline and understand them. Therefore, I agree to abide by all requirements set forth in said Policies and Guidelines.
9. My initials below indicates that I have read this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Procurement Card Cardholder at Drexel University.

Initials: _____

Procurement Services Department Use Only

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Approved

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Denied

Reason Denied:

Procurement Card Administrator (Print Name)

Signature

Date

Employee Class: _____