



**J.P. MORGAN CHASE VISA PROCUREMENT CARD (P-CARD)**

**APPLICATION FORM**

**EMPLOYEE INFORMATION:**

Employee Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Department: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Division: \_\_\_\_\_  
Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE RESPONSIBILITIES:**

- Participate in any required P-Card Training.
- Adhere to all policies and procedures related to the use of the P-Card and the appropriate use of state funds.
- Adhere to the monthly P-Card Reconciliation and Certification Process deadlines.
- Notify the P-Card Program Administrator of any status changes that may impact the p-card use, such as transferring to another department or employment termination.
- You are responsible for knowing your spending limits and not exceeding them without approval.

**In order to access accounts to be used in association with you P-Card, your Department Head must fill out the Network Security System Form.**

**Default Account Number (Must be State Account):** \_\_\_\_\_

**Additional Account Number(s) to be used:** \_\_\_\_\_

Standard Per Transaction Limit: \$500

Standard Monthly Limit: \$1,000

**\*\* Standard limits can change based on approval.**

**DEPARTMENT HEAD RESPONSIBILITIES:**

- Ensure that the cardholder fulfills his or her responsibilities stated above.
- Take appropriate action in situations involving misuse of the Procurement Card.
- Ensure that the Procurement Card is cancelled if the Cardholder is terminated for any reason or if any misuse or fraud is identified.
- Ensure that the cardholders account number(s) & department are accurately changed with the Program Administrator in the event that the employee moves from one department to another.
- Review, approve, and sign the cardholder's Receipt Form for every purchase made with the P-card, as well as the monthly Certification Form.

Dept. Head's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dept. Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_