

# CARDHOLDER APPLICATION FORM

FOR SUPERVISOR TO COMPLETE IF CHASE PURCHASE CARD WILL BE BENEFICIAL TO POSITION.

## APPLICANT INFORMATION: (Please print clearly)

Requested By (Supervisor): \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Employee # \_\_\_\_\_

Department \_\_\_\_\_

Applicant's E-Mail address \_\_\_\_\_

Transaction Limit: \_\_\_\_\_ Daily Limit: \_\_\_\_\_ Monthly Limit: \_\_\_\_\_

## AUTHORIZATION

As the Supervisor, I hereby grant the above mentioned Applicant authorization to be issued, and use, the Urbana Park District Chase Purchase Card. I also agree to review and sign the monthly Chase Purchase Card record form issued to the above applicant.

If the applicant's employment with the Urbana Park District is terminated, I agree to notify Caty Roland, the Purchase Card Administrator.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_



## Introduction

Welcome to the Urbana Park District Chase Purchase Card Program provided by JP Morgan Chase Bank. The Purchase Card is for retail purchases; i.e. in person or by mail, telephone, online, or fax. This is to reduce paperwork, expedite the purchasing process at the department level and increase administrative efficiency.

Use this Purchase Card in accordance with these guidelines. Please read the guidelines carefully.

Purchase Cards are issued with authorization of your supervisor. Card usage will be audited and may be rescinded at any time. **You are the only person authorized to use your card!**

Finally, remember you are spending Urbana Park District public funds each time you use the Purchase Card.

## Guidelines for Use

- ☞ The Purchase Card may be used at any merchant that accepts Mastercard credit cards.
- ☞ The Purchase Card is not to be used for personal purchases.
- ☞ The Purchase Card is issued in your name and you are the only person authorized to use it.
- ☞ An itemized receipt is required for each purchase.
- ☞ You are responsible for the security of your card and any transactions made against the card.
- ☞ The cardholder must present the Illinois Department of Revenue Sales Tax Exemption identification letter to merchants. Any merchant who will not accept the exemption is to be reported to the Urbana Park District Business Office.
- ☞ In the instance you require an amount greater than your regular limit, as defined by the UPD Purchasing Authority, requests for limit changes should be made to your supervisor.
- ☞ If your card is lost or stolen, declined unexpectedly, or has unexplained charges, contact Caty Roland, the Purchase Card Administrator, immediately.

☞ Misuse of the Chase Purchase Card includes:

- Using the Purchase Card for personal purchases
- Purchase of prohibited items
- Use of the Purchase Card by someone other than the cardholder
- Fraudulent, inaccurate, or incomplete record keeping

☞ **Use of the Purchase Card not in accordance with the guidelines established for this program will result in disciplinary action up to and including termination.**

Acceptable Purchases	Prohibited Purchases
☺ Items, supplies, and equipment approved for Urbana Park District use.	☹ Any items not intended for Urbana Park District use
☺ Approved supplies for your programs <ul style="list-style-type: none"> <li>• i.e. craft supplies, instructional games and toys, books, etc.</li> </ul>	☹ Contractual Services <ul style="list-style-type: none"> <li>• i.e. utilities for which we already have programs in place</li> </ul>
☺ Conference/Seminar registrations	☹ Sales Tax
☺ Travel/Conference expenses	☹ Any items for personal use
☺ Shipping/postage charges	☹ Cash advances or ATM withdrawals

**Monthly Procedures: Step-By-Step**

- Every month you will need:
  - Labeled envelope to collect Purchase Card receipts throughout the month.
  - Purchase Card Reporting Form
- The billing cycle begins on the 6<sup>th</sup> of the month and ends on the 5<sup>th</sup> of the next month.
- Throughout the billing cycle, please collect receipts, record purchases, and code account numbers daily on the Purchase Card Reporting Form.
  - If you purchase via phone or internet, require the merchant to include a receipt with the goods when the product is shipped to you.
- By the 8<sup>th</sup> day of each month, you must submit your completed Purchase Card Reporting Form, which accounts for all purchases made during the billing cycle.
- Place Purchase Card Reporting form and all supporting receipts/documentation into an envelope.
- Submit envelope to supervisor. Supervisors sign/approve purchase card purchases.
- Submit approved purchases to Business Office for reconciliation by the 10<sup>th</sup> of each month.

# ACKNOWLEDGEMENT OF RECEIPT OF PURCHASE CARD

I acknowledge that, on the date indicated below, I am in receipt of a Chase Purchase Card. I further confirm that I understand the Guidelines for Use of the purchase card and my responsibilities. In addition:

I understand that the Chase Purchase Card use is defined by these limits:

Transaction Limit: \_\_\_\_\_ Daily Limit: \_\_\_\_\_ Monthly Limit: \_\_\_\_\_

Purchase Card# (last 4 digits): \_\_\_\_\_ Expiration: \_\_\_\_\_

I understand that the Purchase Card is to be used solely for authorized business purchases; not personal purchases.

I understand that I am responsible for reconciling monthly statements, maintaining accurate records and submitting merchant receipts to my supervisor for approval.

I understand that Illinois State Statute governs municipal entities, including Park Districts, and are prohibited from paying state sales tax on consumable merchandise. Therefore, it is my responsibility to present that Illinois Department of Revenue Sales Tax Exemption identification letter to merchants. Any merchant who will not accept the exemption is to be reported to the Urbana Park District Business Office.

I understand and will follow the Chase Purchase Card Guidelines for Use.

Should my employment with Urbana Park District terminate, I am responsible for returning the Chase Purchase Card to the Business Office immediately.

I understand that misuse of the Purchase Card will result in disciplinary action up to and including termination.

Name of Cardholder \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to Business Office**