



BYU Department or Fleet Card Application

Send completed applications electronically to cardmanagement@byu.edu or by paper application to C-40 ASB

Card Type *(select one of the following)*

Department Card

Fleet Card

Department Name and/or Vehicle Name

Department Name

College/Division Name

Vehicle Name *(Fleet Cards Only)*

Custodian Information *(all fields are required)*

Full First Name

M. I.

Last Name

BYU Net ID

BYU Employee ID (9 digits)

Campus Address

Email Address

Business Phone

Home/Cell Phone

Date of Birth (MM/DD/YYYY)

Normal Processing (Free) 7-10 business days

RUSH Processing (\$25 fee) 3-4 business days

Card Settings

Department Card Limits

Single Transaction Limit: \$3,500

Monthly Spend Limit: \$20,000 Daily

of transactions Limit: 10/day

Fleet Card Limits

Single Transaction Limit: \$100

Monthly Spend Limit: \$1,000 Daily

of transactions Limit: 5/day

Request a higher Monthly Spend Limit \$ _____

Request a higher Daily Transaction Limit # _____

All requests require approval by college/division controller on page 2 of this application and review/approval by card management in Purchasing & Travel. We will contact you with any questions.

BYU Department/Fleet Custodian User Agreement for: _____ (Cardholder Name)

Brigham Young University (BYU) has entered into an agreement with JP Morgan Chase (JPMC) to provide department purchasing cards or fleet cards (Card) to card custodians approved by BYU. BYU will make all payments from charges on the card directly to JPMC. The department purchasing card will be assigned to a custodian who can designate others to make authorized purchases of materials and services. The fleet card will be assigned to both a custodian and a vehicle, and is limited to purchasing fuel and minor vehicle expenses for that specific vehicle.

The commercial card remains the property of JPMC. JPMC or BYU may suspend or cancel a custodian's privileges at any time for any reason. The custodian will surrender the Card upon request to the Commercial Card Administrator.

As custodian of a department purchasing or fleet card, I understand and agree to comply with the following conditions regarding use of the Card issued to me.

1. Training

I agree to take the following training courses in the Training LMS Purchasing & Travel Management catalog.

- **Basic Cardholder Training**
- **Chrome River Training** - Complete all courses in the Chrome River Training folder.

Note: Additional optional training is available directly with Chrome River by navigating to the Help Center in the upper right corner of the Chrome River landing page.

2. Protecting the Card

I will sign the Card immediately upon receipt, and will keep it safeguarded at all times. Part of safeguarding the card is to maintain a log that documents each time the Card is used by the custodian or checked out to whomever the custodian designates. I will instruct others that the Card is only authorized to make purchases while in their possession. If the Card is lost or stolen, or if I suspect the card has been compromised, I agree to immediately notify JPMC Customer Service at 1-800-270-7760 and the BYU Commercial Card Help Desk at 801-422-5644.

All Card transactions are subject to internal control reviews and audits designed to protect the interests of BYU. By accepting the Card, I agree to comply with these reviews and audits. I understand that employee misuse or embezzlement of items purchased with the card may result in disciplinary actions and personal liability for the offender, and may be grounds for termination or possible criminal prosecution.

If I transfer to a different department, retire, or terminate employment (voluntary or involuntary) from BYU, I agree to immediately surrender and cease use of the Card.

3. Custodian Responsibilities

As custodian, I am responsible to safeguard the Card and to account for all transactions on the Card. I also agree to report immediately to the Commercial Card Administrator any misuse or suspicious transactions on the Card.

I understand the Card may not be used for personal purchases, and I agree to instruct others in the usage of the card and ensure that it is used only for valid, authorized and necessary BYU purchases that are allowable under the BYU commercial card program. Examples of purchases not allowable include gift cards, hazardous materials, and donations.

I agree to ensure the Card is used within the established spending limits and restrictions placed on the Card. For example, a merchant should never be allowed to split the cost of a single transaction between two or more sales receipts in order to avoid the transaction authorization limit.

4. Documenting Card Transactions

I agree to review all transactions that are incurred on the Card in a timely manner and to submit sufficient documentation justifying a valid business purpose for each purchase. Failure to submit this documentation, or to report it timely in BYU's expense reporting system, may result in suspension of the Card. I also understand that I may be held personally responsible for undocumented or improperly documented purchases

I agree to resolve any disputed charges, returns and adjustments, and ensure the merchant applies the proper credit to the Card. A Card user should not accept cash or in-store credit for returned items.

My signature below indicates that I have read and understand this agreement.

I certify I have completed the Basic Cardholder and Chrome River training in Training LMS.

Applicant Signature / Date

Supervisor Signature / Date

College/Division Controller Signature / Date

Please send this fully approved application to C-40, ASB or email to cardmanagement@byu.edu. It generally takes 7-10 days to receive the card. You will be notified when it arrives.