

## **EMPLOYEE & COMPANY INFORMATION:**

For Office Use Only		
Order Date:	8 :	
Card #:	User ID:	
Dist. Date:	Close Date:	

Cardholder First Name	Middle Initial	Cardholder Last Name
Position	Department	PLU ID
()		
Business Phone	Email Address	
		<u>a standard \$5,000 Monthly Credit Lim</u> Int spend profile, please check the box o
the left and fill out page two of this		
FINANCE CODE Default FOAP (xxxxxx-	•	
Reviewer/Proxy Name (print):		Email:
Approver Name (print):		Email:
EMPLOYEE SIGNATURE:		Date:
DEDADTMENT CUDEDUICAD / A	DDDOVED.	
DEPARTMENT SUPERVISOR/A		
By submitting this Application to the Bank authorized representative of PLU, does he		herein, the undersigned, a duly
(1) certify that, to the best of Client's know this Application and in any supporting doc		lief, the information provided by PLU in
(2) certify that the true identity(ies) of that this/these person(s) is/are employee Card(s) to incur expenses on behalf of PLU	(s) or agent(s) of PLU and I	
(3) in relation to an application for a Card consented to the provision of their inform		y that the applicant(s) named herein have
evidence of the applicant's consent to the	nted to the issuance of a Ca provision of their informat such evidence to the Bank	ard(s) in their name(s). PLU shall maintain
By signing below, you are acknowledging	that you have read and acc	ept the above:
Supervisor/Approver :		
Signature		Date
Print Name		

## Spend Profiles

## Pacific Lutheran University

All PLU university P-cards will be set at a standard credit line of \$5,000/month \$2,500 single transaction. If you require a different profile, please check the profile below and explain below the reason for the increase.

CL-1,000 SL-500 CL-7,500 SL-5,000 CL-10,000 SL-5,000 CL-15,000 SL-7,500	CL-40,000 SL-20,000 CL-50,000 SL-20,000 CL-100,000 SL-50,000 WANG Center Use Only:
CL-25,000 SL-15,000	CL-Wang Center Programs 34% CL-Wang Center Programs (high cash) 75%



## Pacific Lutheran University Purchasing Card Program Cardholder User Agreement

The PLU Purchasing Card through Dcpm'qh'Co gtlec is a convenience that carries cardholder responsibilities. The card is issued in your name, via authorization of your Financial Manager, however it is University property and is for only university business. The card is not an entitlement, nor is it reflective of title or position within the University. As a recipient of a Pacific Lutheran University Purchasing Card (P-Card), I agree to the following (initial each item):

Purchasing Card (P-Card), I agree to the following (initial each item):	
1. I understand that my P-Card may be revoked at any time based on a chang transfer of position, or termination of employment.	e of assignment,
2. The P-Card is to be used for business-related purposes only. <b>No Personal</b> circumstances.	charges under any
3. I am responsible for all charges that I put on the card. I understand that I a entitled to use the P-Card issued in my name.	am the only person
4. I understand that improper use of the card can be considered a misapproprifunds, which may result in disciplinary action, up to and including termination.	iation of University
5. I understand that I am responsible for complying with the PLU Purchasing Expense Policies. <u>Including maintaining proper itemized receipts</u> , <u>supporting dreconciling the monthly statements</u> . <u>Documentation will be <i>readily available</i> for</u>	ocumentation, and
6. I understand on campus charges are not allowed on the p-card and local me fide business purpose with documentation that includes list of attendees and the business	
7. I agree to review my P-Card transactions in <i>Works</i> and confirm that the ch correct fund, organization and account codes prior to the monthly review cutoff date	
8. I am responsible for resolving any discrepancies found during the reconcilic contacting the vendor/supplier, second with Bank of America, then the Purchasing Contacting the vendor/supplier is a contacting the vendor/supplier.	
9. I am responsible for following proper credit card security measures to ensuraccount number are protected from theft or loss. I will immediately notify Bank of the university Purchasing Card Administrator of any loss or improper use of my P-c	America and then
10. I will surrender the Purchasing Card to the PLU Purchasing Card Admini proxy or department head/financial manager upon demand, or termination of employed	-
Cardholder Signature Print Name	Date
I certify that I will monitor and review the purchases made by this cardholder in accordan Card and PLU Travel and Business Expense policies. I understand it is my responsibility cardholder's use of the card if circumstances warrant.	
Financial Manager/Approver Signature Print Name	Date