

IOWA STATE UNIVERSITY
COA PURCHASING CARD PROGRAM
Cardholder Agreement

The ISU Campus Organizations Accounting (COA) Office, in coordination with ISU Procurement Services, US Bank and Elan Financial Services, will issue the COA Purchasing Card.

Discrepancies are the responsibility of the organization to resolve. If there are charges the organization wishes to dispute, it is the responsibility of the organization to first contact the merchant to seek a resolution. If not satisfied with the outcome, the organization shall contact the COA Office within thirty (30) days after the transaction is posted to initiate a formal billing inquiry with US Bank. The student organization cardholder and treasurer shall process all transactions using the Workday program within a ten (10) day period after a transaction has posted. Documentation is subject to audit.

The cardholder has full liability for any improper charges that result from allowing others to use the card. Should a cardholder leave the university or student organization, the cardholder's organization has the specific obligation to notify the Student Purchasing Card Program Administrator within five (5) calendar days. The cardholder may not make personal purchases on the card and then reimburse the organization/university. All card charges and associated fees will be the responsibility of the cardholder's organization.

Should a card be lost or stolen, the cardholder and cardholder's organization are responsible for notifying US Bank at 800-344-5696, the COA Purchasing Card Administrator at (515) 294-6015, and the ISU Public Safety Office at (515) 294-4428 within five (5) calendar days.

As holder of this Student Purchasing Card, I agree to accept the responsibility for the protection and proper use of this Student Purchasing Card, as enumerated in this Agreement and the User Guide for Iowa State University Student Purchasing Card Program (COA P-Card Manual).

I further understand that improper or fraudulent use of the Student Purchasing Card may result in disciplinary action in accordance with the student conduct policies and/or violation of criminal laws. Should I fail to use this Student Purchasing Card properly, I authorize the university to charge my university bill, an amount equal to the total of the improper or non-documented purchases. I also agree to allow the university to collect any amounts owed by me, even if I am no longer affiliated with the university. The unpaid account may be referred for collection where I agree to pay the collection costs. If the university initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the university in such proceedings.

The Campus Organizations Accounting Office shall communicate any policy or regulation changes to the Cardholder by email, newsletter, and/or interoffice memo. I agree to comply with any additional changes communicated to me, effective on the date of the email, newsletter, or memo.

Iowa State University is required to transmit the applicant's full legal name to its card provider, U.S. Bank, to comply with the United States Bank Secrecy Act and USA PATRIOT Act. Applications without this information will not be accepted by U.S. Bank.

I have read the cardholder agreement and consent to the release of my full legal name to U.S. Bank in connection with my application for an ISU purchasing card.

NOTE: Non-adherence to any of the procedures enumerated in the Agreement, the User Guide, or the Statement of Student Purchasing Card Receipt, may result in revocation of individual cardholder privileges and may also result in revocation of all student organizational Purchasing Cards.

Questions concerning ISU Campus Organizations Student Purchasing Card policies, procedures or purchases should be directed to the COA Purchasing Card Administrator at tliven@iastate.edu.

Full Legal Name

First: _____

Middle: _____

Check box if no middle name

Last: _____

Applicant signature: _____ Date: _____

Signatures on this form cannot be delegated, stamped, or digitally signed

About this form:

This form is to be reviewed and completed by the person applying for the p-card.

Once complete, scan or provide both pages of the form to the organization Treasurer, who can initiate the application request through Workday.

This form should be kept physically or electronically by the applicant/cardholder.

After the application is initiated by the treasurer, applicants will be enrolled in P-Card training in Canvas.

An overview of the P-Card application process and other information about the Campus Organization P-Card is available at: <http://www.controller.iastate.edu/campusorg/coap-card.htm>