COASTAL CAROLINA UNIVERSITY PURCHASING CARDHOLDER AGREEMENT

The VISA Purchasing Card is available to the campus to assist in purchases of small items. The success of the procurement card depends on departmental cooperation and adherence to state and University purchasing guidelines.

By accepting the card the individual agrees to:
1. Adhere to all state, federal, and University purchasing regulations and the limit on said purchases.
2. Secure the card from possible theft or misuse.
3. Immediately notify University Card Administrator in the event the card is lost or stolen. Charges made with the card up to the point of notification will be the responsibility of the department.
4. Allow no personal charges to be made with the card.
5. Provide adequate supporting documentation to clearly identify each item purchasing with the card.
6. Provide separation of duties between purchasing, payment and reconciliation of the expense.
7. Return the card if terminating employment with Coastal Carolina University or transferring to a department no longer associated with the account number listed.
8. Take responsibility for all expenses charged to the card.

BILLING DISPUTES
In the event of a disputed charge or billing error, the department must immediately notify Bank of America.

REQUIRED DOCUMENTATION
Documentation of expenses must be clear and match each charge on the invoice from Bank of America.

- Receipts from merchants showing items purchased, shipping label- providing the items and cost equal the amount charged, or a copy of order-form displays cost of item, vendor, etc., and matched charge.

SALES TAX
- The proof of items purchased-itemize the charges and clearly indicate the amount of sale tax assessed.
- If a non-South Carolina vendor charges sales/use tax, the department must enter/list the sales tax on Allocation in the ECHS viewer software.

INADEQUATE DOCUMENTATION
Card privileges can be discontinued for improper documentation of purchasing transactions.

TIMELY REPORTING
If a department fails, for any reason to return the distribution of charges to your liaison within 7 working days after month end, a default account number can be charged without notice.

PROCUREMENT VIOLATION
If a VISA Purchasing Card is found in violation of the state’s or University’s procurement policy, the card can be immediately deactivated and the department must return the card to the Program Administrator.

$2,500 PER TRANSACTION LIMIT
The University Purchasing Card will by default be limited to single purchases not exceeding $2,500. If your spending patterns require an exception to this limit to purchase items on the University Purchasing Exemption List for items greater than $2,500, please provide a letter explaining the need for a higher transaction limit.

CARDHOLDER APPROVAL
I have read, understand, and agree to the terms and to the agreement governing the use of the Bank of America VISA Purchasing Card. In addition, I understand misuse or abuse of my card or willful violation of the terms of this Agreement may result in disciplinary action against me. Approval of this agreement indicates your understanding that the approval and proper distribution of charges will be done within 7 days. Failure to meet the deadline can jeopardize your ability to remain a card user.

☐ Cardholder or ☐ Liaison Signature  ________________  Last 4 digits of Card #

Department Head Signature  ________________  Date

University Purchasing Card Coordinator Signature  ________________  Date