Purchasing Card Agreement
Administered by Accounting Office
(Updated 8/1/15)

CONTACT:
Esther Coyle x 2236

Authorized Use: I agree to use my Walla Walla University Purchasing Card (WWUPC) for University expenses for which funds have been approved for spending, such as:
- Supplies, services, memberships, subscriptions, travel, entertainment, etc. for my department;
- Regional/national faculty convention costs for travel, lodging and meeting fees;
- Professional development allowance expenditures (subject to Washington sales tax); or
- Faculty grant expenditures.

Documentation: I agree to obtain and keep documentation for each purchase or refund, such as sales slips, invoices, and packing slips. (Hotel/motel and airfare bills must be itemized. Indicate name of the person or group being entertained on restaurant receipts.) For purchases made on the web, please print out a copy of your order at time of order. Keep this as proof of purchase along with your confirmation of order email.

Monthly Reporting: I agree to return the monthly statement of credit card purchases to Accounts Payable by the 20th of each month, along with the following:
- My signature;
- Documentation for each transaction. If you have lost your receipt, please call the place of purchase and request another copy. If you have tried and cannot obtain a receipt, please complete a Missing Documentation Form. We must have backup for each and every purchase. For purchases of $75 and more, we must have a receipt. For meals, please complete the Meal Expense Documentation form with the names of all of the participants and the type of business discussion that took place during this meal; and
- My payment for personal expenses (see section 5 below). Payment may be made by cash or by personal check made out to WWU.

Errors: I agree to notify the Accounts Payable Supervisor at (509) 527-2236 of any errors in the monthly statement.

Prompt Reimbursement for Personal Charges: In general, the WWUPC may not be used for personal expenditures. If by mistake I use my card for an unauthorized purchase, or if the personal purchases are incidental to a WWU expenditure*, I agree to reimburse the university no later than the due date on the monthly report.
Only authorized when the charges are part of an invoice for WWU costs, such as a personal charge on a hotel bill. These should NOT include meals at restaurants and other expenses to be covered by per diem)

Use of Personal Credit Cards for WWU Business Prohibited: I understand that concurrent with my receipt of a WWUPC comes a responsibility to use the WWUPC for all WWU-related expenditures unless severely impracticable and pre-authorized.

Personal Responsibility: If I am late submitting my monthly report or habitually use my WWUPC for unauthorized personal expenditures, I understand my credit card may be terminated.

Personal Information Required: In order to process your application, please provide below or send an email to Accounts_Payable@wallawalla.edu with the following information:

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number (last 4 digits)</td>
<td>Contact Information</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

Acknowledgment: I have read and understood this Purchasing Card Agreement as well as the Credit Card Use Policy posted on the Accounting Department website. I acknowledge that as a WWUPC holder am responsible to the terms and conditions of this Agreement as well as the Credit Card Use Policy provisions. If I am more than one month late turning in my receipts for credit card purchases, my credit card will be turned off until the receipts have been turned in. **If I habitually turn in my receipts late, my credit card will be discontinued and I will need to reapply.**

- Personal use of the WWU corporate card is PROHIBITED, please refer to the Credit Card Use Policy.
- Personal credit cards **may not be used** by WWUPC holders to make WWU-related expenditures.

Cardholder’s Signature   Date

Department Name   Dept ID   Office Telephone No.

VP Approval   Credit Limit   Date