

Procurement Card Agreement

The undersigned cardholder has requested and acknowledges receipt on an Old Dominion University Research Foundation (ODU RF) procurement card. This procurement card is a VISA credit card instrument issued through Bank of America Card Services. The procurement card is for the exclusive use of the undersigned cardholder and may not be used by any other individual. All purchases made with this card are solely for designated business purposes and no personal use of this credit card is authorized. The undersigned further acknowledges the following terms and conditions related to the use of the ODU RF procurement card:

- The single purchase limit is \$2,500 (If overall monthly credit limit is \$2,500 or higher)
- Ensuring purchases comply with ODU Research Foundation policies and procedures
- Complying with allowable and non-allowable expenditures
- Ensuring transactions are within established transaction limits and monthly cycle limits
- Do not split orders to avoid issuing a purchase order or exceeding single card transaction limits
- Attempt to resolve any billing disputes directly with the supplier
- Contacting the Bank of America to file a vendor dispute when a vendor incorrectly charges your card and will not correct the transaction
- Contacting the Bank of America Fraud Specialists at 866-500-8262 if you suspect that fraudulent activity has occurred on your account (Notify Program Administrator if fraud has occurred)
- Security and safekeeping of the card is the responsibility of the cardholder
- I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand the University will review the use of this Card and related management reports and take appropriate action based on any discrepancies
- I agree not to write down or share my Card's PIN number with anyone, including my Program Administrator or Bank of America
- I will not store my card number on any mobile devices, nor will I utilize any type of mobile payment or digital wallet service such as Apple Pay, Google Pay, Samsung Pay, etc.
- I agree to not share my card or card number with anyone other than a vendor I am doing business with. Failure to do so may result in either revocation of my privileges and/or other disciplinary actions
- Cardholder must download their monthly statement of a credit card activity from Bank of America via Global Card Access
- Cardholder must provide ODU Research Foundation with a monthly settlement of the card activity designating the projects and object codes to be charged
- Cardholder will surrender procurement card to ODU Research Foundation upon termination of employment
- Misuse of the card will result in forfeiture of card and required repayment of unacceptable expenditures by ODU employees and possible payroll deduction of Research Foundation employees if not personally reimbursed
- There will be a graduated scale for violations that will vary from warnings to permanent revocation of cardholder privileges

CARDHOLDER:

Cardholder Name: _____

Cardholder Signature: _____ Date: _____

PROGRAM ADMINISTRATOR

I acknowledge that the above cardholder has been issued an Old Dominion University Research Foundation procurement card.

Program Administrator Signature: _____ Date: _____