

Purchasing Card Application

CARDHOLDER'S INFORMATION (COMPLETED BY EMPLOYEE)

Applicant's legal name:

First Name **Middle Initial** **Last Name**

School/Division **Department**

NYU Address – include full street address, Building name (if applicable) and room number

City **State** **Zip**

() _____ () _____ _____
Business Phone **Mobile Phone** **NYU E-Mail Address**

Applicant's Country of Citizenship **Applicant's Date of Birth (MM/DD/YYYY)** **NYU NET ID**

Employment Status: Full-Time _____ Part-Time Permanent _____

COMPANY INFORMATION (COMPLETED BY DEPARTMENT CARD ADMINISTRATOR)

Monthly Credit Limit: _____ **\$2,000**
 Single Transaction Limit

Chartfield: _____ - _____ - _____ - _____ - _____ - _____ - _____
Account **Fund** **Organization** **Program** **Project** **Activity** **GL Unit Fund**

EMPLOYEE / APPROVAL SIGNATURE

 Signature of Employee (Applicant) **Date (MM/DD/YYYY)**

 Name of Department Card Administrator **Signature of Department Card Administrator** **Date (MM/DD/YYYY)**

 Name of School Dean, Vice Dean, Vice President, or Level 2 Delegation Authority **Signature of School Dean, Vice Dean, Vice President, or Level 2 Delegation Authority** **Date (MM/DD/YYYY)**

New York University Cardholder Agreement

NYU Global Payment Card Program – Purchasing Card

I understand that New York University's Global Payment Card Purchasing Program is a convenient and widely accepted payment tool used by NYU employees and that if I receive an NYU Purchasing card ("a Card" or "the Card") under this program, I will be responsible for keeping and using the Card according to strict rules. I understand that although the Card is issued in my name, it is NYU's property and I am permitted to use it only for business purposes.

Upon receiving the Card, I agree to the following terms and conditions:

Please Initial:

1. NYU provides the Global Payment Card Purchasing Program to employees who are responsible for purchasing business-related items. I understand that any Card issued to me may be revoked at any time for any reason in NYU's sole discretion, including without limitation if my duties, department, or location changes, I misuse or mishandle the Card, or my employment is terminated. I understand that I am not entitled to the Card and it does not reflect my title or position.
2. I understand that the Card issuer may hold NYU liable for all payments made with the Card and all fees and other charges (including interest and penalties) relating to the Card, and that I am fully liable to NYU for all payments made with the Card (and any related fees and charges) that are not in accordance with this agreement and NYU's Global Payment Card Program Policy (as it may be amended from time to time, the "Card Program Policy", the current version of which can be found at: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/payment-card-policy.html>).
3. **The Card may be used to pay for approved purchases only. I understand that I may not pay for any unauthorized expenses or other transactions with the Card. If I utilize the Card in an inappropriate manner or fail to follow the Card Program Policy governing the use of the Card, this may result in disciplinary action, including termination of employment and/or criminal prosecution. I understand that personal charges are not to be made on the Card under any circumstances, even if I reimburse or intend to reimburse NYU for such personal charges. In consideration for the use of the Card for any personal expenses, I consent to NYU deducting from any wages and bonuses payable to me the total amount of any personal expense (together with any interest and penalties imposed by the Card issuer) paid with the Card, or due, as a result of my voluntary resignation or involuntary termination and/or criminal prosecution. I understand and agree that NYU has the right to collect any amounts owed to it by me even if NYU is no longer my employer. I accept and agree that NYU has the right to charge any legal fees and collection costs incurred by it to recover any amounts that I owe to NYU relating to my improper handling or use of the Card.**
4. I understand that I am the only person authorized to use the Card issued to me and that I am responsible for all payments made with the Card, which will be for authorized business related items on behalf of NYU employees charged to the appropriate department's account number and chart fields.
5. I have reviewed the Card Program Policy and understand it. I am responsible for complying with the Card Program Policy, including the internal control procedures specified therein. Without exception, this includes submitting proper receipts and documentation and allocating expenses to the appropriate chart fields and account number(s) weekly, but at least once a month, prior to the month-end billing cycle cutoff.
6. I will abide by all applicable law, including anti-money laundering and sanctions laws, and all NYU policies when using the Card, including the NYU's Purchasing Ethics and Conflict of Interest Policy.
7. I will not use the Card to transact, lend, contribute or otherwise make funds available to any activities of or business with any subsidiary, joint venture partner, entity or person in Cuba, Iran, North Korea, Sudan, Syria, or in any other country or territory, that, at the time of such funding, is the subject of any sanctions administered or enforced by the United States Government, the United Nations Security Council, the European Union, Her Majesty's Treasury, or other relevant sanctions authority, or in any other manner that will result in a violation by any person of any sanctions.
8. I understand that all transaction documentation will be subject to audit by my manager, the Global Payment Card Program Administrator, Financial Operations & Treasury and Internal Audit.
9. I am responsible for reconciling the monthly cardholder statement associated with the Card issued to me and resolving any discrepancies by contacting the supplier and/or the Card issuer.

- 10. I am responsible for ensuring that the Card issued to me and the Card number are reasonably protected from unauthorized access, theft, or loss and for following proper credit card security measures.
- 11. I will take appropriate technical and organizational security measures when using the Card to protect the personal data of myself and other members of the NYU community against any unauthorized access, loss, or damage.
- 12. I will use my Card in compliance with any policies in relation to data security of which I am notified from time to time and I will immediately notify NYU should I become aware of any complaint or breach of security in relation to the personal data of myself or other members of the NYU community.
- 13. I understand that upon receipt of my card I must check to ensure that the information embossed on my card is correct and must notify my supervisor immediately if any of the embossed information is incorrect.
- 14. I will immediately notify the Card issuer and the Global Payment Card Program Administrator if the Card issued to me or its number is lost, stolen, or improperly used, if I suspect that such may have occurred, or if I do not recognize charges on the Card account statement.
- 15. I will surrender the Card to the Global Payment Card Program Administrator, my immediate supervisor, or a Human Resource representative upon demand or upon termination of my employment with NYU, at which time I understand that no further use of the Card by me is permitted.
- 16. I understand that NYU may from time to time be required to provide a copy of this agreement to the Card issuer.

Local Addendum for NYU employees located in the U.S.

- 1. I understand that my personal data, including any accounts linked to the Card and the Card number and other identifying information, may be processed and transferred by NYU and the Card issuer to one of the Card issuer's locations or the locations of one of its affiliates.
- 2. I understand also that the Card issuer may contract with others to provide data processing, transmission and storage services to the issuer and that NYU must comply with directions regarding personal data from time to time.
- 3. I consent to the Card issuer processing and transferring my personal information as outlined in the attached Cardholder Data Protection Notice, which has been prepared and provided by the Card issuer.

As an NYU employee who has been or will be issued a Card, I have read, understand, and agree to the terms and conditions stated above.

Print Name (Employee/Cardholder)	Signature	Net ID	Date
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I agree that I will monitor and review the purchases made by the above named employee cardholder in accordance with the employee's agreement above, the Global Payment Card Program policy, and any rules and procedures established by NYU thereunder. I will ensure that the employee cardholder abides by the terms and conditions of the agreement signed by him/her above. I am responsible for taking appropriate action in situations involving misuse of the Card. I am responsible for canceling the Card if the employee cardholder's employment is terminated for any reason, or if the employee cardholder is transferred to another NYU department. I am also responsible for making certain that any Card related reports I receive are checked for accuracy.

Print Name (Card Admin / Approver)	Signature	Net ID	Date
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Please be advised cardholders must submit the Fin 210 iLearn certificate with this application. The application will not be submitted without the certificate.
<https://www.nyu.edu/employees/resources-and-services/financelink/buying-paying/payment-cards.html>

Purchasing Card Administrator/Approver Application

CARD APPROVER'S INFORMATION (COMPLETED BY EMPLOYEE)
Card Approver's/Admin's legal name:

First Name	Middle Initial	Last Name
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School/Division	Department
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NYU Address – include full street address, Building name (if applicable) and room number

City	State	Zip
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Business Phone	Mobile Phone
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E-Mail	NYU NET ID
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Signature of Employee	Date (mm/dd/yy)
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Name(s) of Cardholder(s) Who Will be Approved by the Above Approver

First Name	Last Name	Card Type
First Name	Last Name	Card Type
First Name	Last Name	Card Type
First Name	Last Name	Card Type
First Name	Last Name	Card Type
First Name	Last Name	Card Type
First Name	Last Name	Card Type

Please be advised approvers must submit the FIN 211 iLearn certificate with this application. The application will not be processed without the certificate.

<https://www.nyu.edu/employees/resources-and-services/financelink/buying-paying/payment-cards.html>