

IOWA STATE UNIVERSITY
COA PURCHASING CARD PROGRAM
Cardholder Application, please fill out entire form

Full Legal Name of Purchasing Card Applicant: (must be an officer of the org.) First: Middle: Last:	Email Address: Telephone Number:
Organization Name & Officer Title of Cardholder:	Cardholder ISU ID: (on the ISUCard, middle 9 digits only)

Purchasing Card Process

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. The COA Purchasing Card Program Cardholder Application and Agreement form must be completed and returned to the COA office with the appropriate authorization before the Purchasing Card will be ordered. Once your card is received and programmed by COA, the cardholder, treasurer, and advisor will be notified about mandatory training. After all organization roles have completed training, the cardholder will receive his/her card. At that time, the cardholder will be required to sign the back of the Purchasing Card.

The Purchasing Card transaction limit and monthly limit maximums are \$1000/\$5000, respectively. The monthly billing cycle is the 12th through the 11th. The student organization has the option of setting lower limits if desired. If there is a need, the organization's advisor may request a higher transaction limit and/or monthly limit.

Requested Limit per transaction: \$ _____ (not to exceed \$1000* without COA administrative approval)

Requested Monthly credit limit: \$ _____ (not to exceed \$5000* without COA administrative approval)

**Please attach memo/email from organization advisor to explain request for higher limit*

The student organization treasurer will reconcile transactions using Workday to ensure the actual amounts charged for purchases are correct and match uploaded receipts. 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 organization shall provide the following information for the on-line system database:

PLEASE PRINT (First, MI, Last)

(on the ISUCard, middle 9 digits only)

Treasurer: _____ **ISU ID#:** _____ **ISU Net ID:** _____

Advisor: _____ **ISU ID#:** _____ **ISU Net ID:** _____

Student Org. Program Worktag

PG:

Organization Election Date: _____ (cardholder must be an officer of the org while holding a COA Purchasing Card)

Cardholder Signature: _____ **Date:** _____ **Graduation Date:** _____

Treasurer Approval: _____ **Date:** _____ **Graduation Date:** _____

Advisor Approval: _____ **Date:** _____

COA Approval: _____ **Date:** _____

Signatures on this document may not be delegated, stamped, or digitally signed.

Note: Cardholder Agreement Form on back.

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Cardholder Agreement

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, the User Guide for Iowa State University Student Purchasing Card Program (User COA Guide), and Statement of Purchasing Card Receipt, which will be furnished when my card is received.

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 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 statement above 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 (515) 294-6015.

Applicant signature: _____ **Date:** _____