

DECLINING BALANCE CARD APPLICATION

****LEAD TIME IS APPROX 4 WEEKS TO GET CARD****

Name: _____

Department: _____

Division: _____

Campus Address _____

Campus Phone: _____ Secondary Phone: _____

Email: _____

G Number: _____ Date of Birth _____

Signature: _____

Date: _____

The Declining Balance Debit Card is intended for infrequent travel needs and in place of cash advances. Please describe your need for this card. If it is used for Travel, please provide the duration, number of students involved, and the purpose of travel.

Travel Dates: _____

Number of Students Involved: _____

Purpose of Travel: _____

Study Abroad Location: _____

(Information needed to inform bank of international travel)

CARD TYPE

One Time Card

Recurring Use Card

Card Limit: \$ _____

Card Limit: \$ _____

Purpose for recurring use card versus obtaining an Expense Card:

APPROVAL SIGNATURES (please sign and print names)

I understand that I am responsible for the proper use of this card. Delegation of authority is not permitted. Merchants may require that the signature on the card match the signature on the receipt. The card is to be used for business purposes only and is to be used in a responsible manner. I understand that this card must be used in compliance with GVSU travel and card policies. This includes no alcohol or personal meals. I understand that it is my responsibility to reconcile my transactions in Concur by the end of the month.

Supervisor _____ Date: _____
(sign) (print)

Appointing Officer: _____ Date: _____
(sign) (print)

****All electronic signatures must have the Adobe signature watermark****

Obtain signatures and return application to Tonya Valencia, Procurement Services, 2015 or perezva@gvsu.edu



DECLINING BALANCE CARD AGREEMENT

Name _____	Card Type: ___ Individual _ Department
Department _____	Campus Phone _____
Campus Address _____	

Grand Valley State University has entered into an agreement with the above named person to provide a Declining Balance Card to purchase goods and services. The policies contained in this agreement must be followed by Cardholder as guidelines for conducting University business. Non-compliance with any of the Declining Balance Card policies and procedures will result in revocation of Cardholder privileges and/or other appropriate action, including possible disciplinary action.

Declining Balance cards are issued at the discretion of the Appointing Officer/Dean to designated faculty/staff. The Declining Balance card remains the property of Fifth Third Bank. The card may not be transferred to, assigned to or used by anyone other than the designated Cardholder. Fifth Third Bank or the University may suspend or cancel Cardholder privileges at any time for any reason.

THE CARD IS FOR BUSINESS USE ONLY; CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES AND THEN REIMBURSE THE UNIVERSITY.

It is the Cardholder's responsibility to obtain original receipts and other documentation from the merchant for each Declining Balance card transaction. These receipts must show line item detail when available. The business purpose must be stated for each transaction and attendees listed for restaurant and entertainment expenses. The Cardholder is responsible to follow-up on any erroneous charges, returns, or adjustments and to ensure proper credit is given on subsequent statements.

If the Declining Balance card is lost or stolen, the Cardholder must notify Fifth Third Bank or Mastercard immediately and the GVSU Program Administrator.

As holder of this Declining Balance Card, I agree to accept the responsibility for the protection and proper use of this credit card as stated above. I have been given a copy of the Card Program Policies and Procedures and understand the requirements for use of the credit card. I agree that Grand Valley State University may recover the outstanding amount of transactions that are missing receipt documentation via payroll deduction.

Signature:

Cardholder _____ **Date** _____

Electronic signatures must be done via Adobe and have the watermark and date stamp.