

Expense Card Application

CARD TYPE (choose one)

Card in Individual's Name

Name to put on card: (24 characters only, including spaces)

Card in Department or Program Name***

Department/Program Name to put on card:
(24 characters only, including spaces)

Department: _____

Cost Center Assistant: _____

Cost Center Manager: _____

Office Address/Suite: _____

Campus Phone: _____

Email: _____

Employee ID: _____

Date of Birth: _____

Signature: _____ Date: _____

Person Responsible for Card: _____

Cost Center Assistant: _____

Cost Center Manager: _____

Office Address/Suite: _____

Campus Phone: _____

Email: _____

Employee ID: _____

Date of Birth: _____

Signature: _____ Date: _____

SPENDING LIMITS (choose the appropriate option)

Standard Spending Limits:

\$4,999 per transaction

\$10,000 per monthly billing period

10 transactions per day

Request Exception to Standard Limits

\$ _____ per transaction

\$ _____ per monthly billing period

_____ transactions per day

If you are requesting higher card spending limits than what is standard, please provide a justification below:

TRAVEL

All cards allow for travel related expenses (hotels, rental cars, restaurants). If you do not want travel expenses allowed on this card, please check this box.

Block travel expenses on this card

APPROVAL SIGNATURES (please sign and print names)

Supervisor

(sign) (print)

Date: _____

Appointing Officer:

(sign) (print)

Date: _____

*This form is only for cards in a department name.
Applicants and Supervisors: Please review and sign the acknowledgement.*

Acknowledgement of Risk Regarding “Nameless” Expense Cards

GVSU allows departments to use expense cards that have only a department or program name embossed on the card and are not in an individual’s name. These “nameless” cards (aka department cards) can be signed out to multiple users in a department. While convenient, these cards do carry a significant liability risk. Per our bank agreement, if an external party fraudulently uses your “nameless” card to make a purchase, GVSU is legally liable for the transaction because the merchant cannot verify a cardholder’s name. In contrast, when a card is in an individual’s name, the merchant is liable for fraud charges. GVSU recommends cards be put in a person’s name (for that person’s use only) if a card does not need to be shared.

Our bank monitors and prevents much external fraud but fraud transactions do get through and post to some of our cards every month. Charges can reach hundreds or thousands of dollars. The bank will work to get the chargeback credit for these charges and they usually succeed, but it is not guaranteed. The majority of these fraud transactions occur not through theft of a physical card, but by stealing card information via computer viruses, hacking merchant databases, and phishing and malware. Risk can be mitigated through lower limits. Contact the card program administrator if you wish to discuss.

For those who use “nameless” cards, it is important that you are aware of the risk.

The following acknowledgement documents your understanding of the risk via your signature. If a cardholder has more than one “nameless” card, this acknowledgement needs to be submitted only once.

*** I understand and acknowledge the risk of using “nameless” expense cards and accept that my department or program may be liable to pay for external fraudulent transactions made against such cards. I also agree that departments/programs using “nameless” cards will use a sign-out log to record who has the card at any given time and what charges have been made as required by our general auditors.

SIGNATURES (please sign and print names)

Cardholder: _____ Date: _____
(sign) (print)

Supervisor: _____ Date: _____
(sign) (print)

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

*This form is for all card applicants.
Applicants and Supervisors: Please review and sign the acknowledgement.*

EXPENSE CARD AGREEMENT

Grand Valley State University has entered into an agreement with the above named person to provide a Expense 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 Expense Card policies and procedures will result in revocation of Cardholder privileges and/or other appropriate action, including possible disciplinary action.

Expense Cards are issued at the discretion of the Appointing Officer/Dean to designated faculty/staff. The Expense 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 Expense 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 Expense Card is lost or stolen, the Cardholder must notify Fifth Third Bank or Mastercard immediately and the GVSU Program Administrator.

As holder of this Expense 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 Expense 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.

SIGNATURES (please sign and print names)

Cardholder: _____ Date: _____
(sign) (print)

Supervisor: _____ Date: _____
(sign) (print)

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