



Bank of America Procurement Card Application
at Binghamton University

Complete and Print Pages 1 and 2; mail or fax completed form to:

Sponsored Funds Administration
4400 Vestal Parkway
Binghamton, NY 13902
Tel: 607-777-6752 Fax: 607-777-4354

Cardholder/applicant information (Individual who will be purchasing with the P-card):

Name on P-card: _____ Title: _____

Department: _____ Address: _____

Email: _____ Phone #: _____

PI Name: _____

Name of individual responsible for paperwork/communication related to this account (in addition to the cardholder or principal investigator):

Name: _____ Title: _____

Phone #: _____ Email: _____

Cardholder Signature: _____ Print Name: _____

PI Signature: _____ Print name: _____

Monthly credit Limit: \$10,000.00 _____ Transaction Limit: \$3,000.00 _____

I certify that I have read the RF BU P-Card Guidelines, understand and will abide by the Guidelines. In the event of a disallowance of any purchase made with the P-Card for any reason, I confirm that resources will need to be identified to cover costs made by the Research Foundation. The P-Card or P-Card program, can be discontinued at any time.

Campus approval: _____ Title: _____ Date: _____

Research Foundation @ Binghamton University Bank of America (BOA) Visa Card Agreement

Your use of the RF BOA Visa Card is subject to the following terms and conditions:

1. You are being entrusted with a valuable tool which is to facilitate the purchase of project related goods and services. An allowable/unallowable template will be distributed with the card or when additional projects are assigned to the card. Because you will be making a financial commitment on behalf of the Research Foundation, you must strive to obtain the best value by following established purchasing policies. Purchases made during the last 90 days of a project period must be limited to emergency purchases required to complete the project.
2. All charges made to your credit card will be posted to a central bill by Bank of America and sent to Sponsored Funds Card Program Administrator for payment. You will also receive a hardcopy bill from BOA. Cardholders will be responsible for reviewing monthly statements. Cardholders must also complete a *Monthly Transaction Summary*, obtain Principal Investigator signature, and submit to the Procurement Card Administrator. This must be done within 15 days of receipt of the BOA statement which is mailed on or about the 1st of each month so that charges can be posted to the project in a timely manner. The *Monthly Transaction Summary* must describe each element of the expenditure (amount, date, place, business relation, purpose). Failure to submit this paperwork in a timely manner may result in revocation of your purchasing card. Disputes will be handled by the cardholder either directly with the supplier or reported to BOA for formal dispute. Copies of receipts should be maintained in the Department for 6-months.
3. You may use the purchasing card to pay for authorized transactions only. **The card must not be used for personal charges or entertainment expenses.** Do not share your card number with anyone else in your department. Sponsored Funds may periodically audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. All charges must comply with sponsor regulations. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution.
4. Cards can be cancelled without notice. This may be necessary if the cardholder violates the rules governing the use of the card, a project has terminated, the cardholder is no longer employed by the Research Foundation, or the card is lost or stolen. Any charges resulting from abuse become the personal liability of the cardholder/Principal Investigator.
5. You must follow the policies and procedures established by Sponsored Funds and the Research Foundation regarding the use of this credit card and the terms and conditions for BOA. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment.
6. The RF BOA Visa Cards are the property of BOA. You must return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return this card and arrange to have a new card issued, if appropriate.
7. If this credit card is lost or stolen, you must notify both the Card Program Administrator at 777-6752 and BOA at 888-449-2273 immediately.
8. You must comply with any changes to the terms and conditions or policies and procedures concerning use of this credit card.

As the employee receiving this card and the Principal Investigator authorizing this individual, I have read and understand these terms and conditions.

Cardholder Name: _____ Signature: _____ Date: _____

Principal Investigator: _____ Signature: _____ Date: _____