

NORTHERN MICHIGAN UNIVERSITY
EMPLOYEE APPLICATION AND AGREEMENT FOR BUSINESS "ONE CARD"

Fill out top portion only.

Employee Name (First, Last) (Print)	Department/College Name	Employee Work Phone
Date of Birth (MM/DD/YY)	Employee NMU IN Number (8 Digits)	Refer to #18 Below: SPL _____ (Single Purchase Limit) Monthly Limit _____
Organization/Account Number	Employee E-Mail Address	
Dept. Head/Supervisor Name (Print)	Dept. Head/Supervisor Signature	Employee Signature
	Date	Date

To be signed when card is picked up.

Northern Michigan University is pleased to present you with a Business One Card (the "Card"). The Card represents the University's trust in you as a responsible employee who will safeguard the assets of the University.

I, _____, hereby acknowledge receipt of a Northern Michigan University Business One Card. I have placed my signature at the appropriate place on the Card. I agree to comply with the terms of this Agreement and the terms of all applicable University policies and procedures, including, but not limited to the University Business Expense policy and the University Purchasing Policy and Procedures which I received at issuance of card and, which my supervisor has reviewed with me. By accepting this credit card, I understand and/or agree to the following conditions:

1. Northern Michigan University is liable to GE Corporate Payment Services (the "Bank") for all charges made by me on the Card.
2. The University **will audit** my use of the Card.
3. I will use the Card only for University business purchases.
4. I am the only person who will use the Card, and I agree to keep the Card number confidential.
5. I am responsible for maintaining documentation of all purchases made with the Card.
6. I will strive to obtain the best value for the University in all purchases I make with the Card.
7. I understand that the University is exempt from certain taxes, and I will ensure that Michigan sales tax is not inappropriately charged to the Card. I will bring any sales tax issues to the attention of the University Controller's office.
8. I will only make purchases on the Internet if the appropriate credit card security measures are in place, and I will record and retain the vendor's website address.
9. I will not exceed any per transaction or monthly limits assigned to the Card, and I will not attempt to circumvent such limits by "splitting" transactions.
10. I will not use the Card for personal purchases of any kind. I understand that using the Card for cash withdrawals is strictly prohibited.
11. I will review all charges incurred on the Card, and I will immediately notify the head of my department and the Purchasing Department if I believe such charges are not legitimate charges made by me in the course of University business.
12. I understand that the head of my department will review and approve all charges incurred on the Card, and that my Vice President and the Controller, jointly, will have final authority in determining whether any such charge is made in compliance with University policy.
13. I will immediately repay the University by direct payment or payroll deduction for any charge determined to be "personal" in nature, whether authorized or unauthorized; provided, however, that any such repayment shall not prevent the University from taking appropriate action for improper use of the Card. I agree to pay interest on any outstanding balance at a rate of 1.5% per month, and I further agree that my repayment obligation shall survive termination of my employment.
14. I understand that the University may initiate legal action against me for non-payment of "personal" transactions, whether authorized or unauthorized, and I agree to reimburse the University for any associated legal fees.
15. I will promptly inform the head of my department and the Bank, the Purchasing Department and Public Safety in the event the Card is lost or stolen.
16. I understand that the University may terminate my right to use the Card at any time, for any reason, and I agree to surrender the Card immediately upon request by the University or upon termination of employment.
17. **I understand that any violation of this Agreement may result in disciplinary action up to and including discharge.**
18. Monthly spending limit is \$5,000 and single transaction limit is \$1,500 (for travel) and \$1,000 (for goods) unless specially approved in writing by the department head and the Purchasing Department.

Approved by Director of Business Services: _____ Date _____