

Georgia Gwinnett College Visa Purchasing Card Application

In submitting this application for a Georgia Gwinnett College purchasing card, the below signed supervisor, purchasing card custodian, and designated user (if not the same) agree with Logistical Services as follows:

1. All purchases shall be limited to allowable supplies and materials. Each individual purchase shall not exceed \$2,499.99, including shipping/handling charges, insurance, etc. Circumventing the \$2,499.99 limit by splitting a large order into two or more orders of less than \$2,499.99 each will lead to revocation of the purchasing card privilege. Additionally, Georgia Gwinnett College is a State of Georgia Agency and is therefore tax exempt Taxes **cannot** be charged to your Visa Purchasing Card. Please be sure to bring the tax-exempt status to the vendor's attention. If the vendor of choice will not bill your card without taxes you must make your purchase from another vendor.
2. The Budget Manager will authorize one card per person. The name of the person listed on the card shall be the authorized user, must be an employee of the College, and must sign the card and this application in the presence of the Budget Manager or immediate supervisor of their department.
3. The department is charged for all purchases made on the VISA account assigned to the department's Budget Manager.
4. The standard credit limit is \$3,000.00 per bank billing period. The Budget Manager is responsible to see that the total charge made on the purchasing card does not exceed the credit limit established. Also, late fees and/ or finance charges caused by late submission will be the personal responsibility of the Budget Manager unless extenuating circumstances can be shown.
5. The Budget Manager/supervisor will immediately notify Logistical Services if the purchasing card is lost or stolen, or is in the hands of an unauthorized person. The manager will follow up the notification in writing within three (3) days.
6. The Budget Manager/supervisor will make a reasonable attempt to recover the card from an unauthorized employee. The manager will assist in efforts to prevent any further unauthorized card use and assist with any legal action against such persons.
7. The Budget Manager/supervisor will settle any dispute on purchases with the merchant involved. If a credit is due, the Budget Manager/supervisor will instruct the merchant to issue a VISA credit voucher.

8. Logistical Services may revoke the purchasing card privilege without prior notice if the terms of this agreement are violated.
9. Logistical Services may also revoke the purchasing card if it is not used for three (3) or more consecutive months. However, the Budget Manager/cardholder supervisor will be notified in advance before it is revoked.
10. Use of the Georgia Gwinnett College Purchasing Card for personal purchases for any reason is strictly prohibited and will result in immediate revocation of purchasing card privileges. Any person making such personal purchases will reimburse the College on demand, or the College will deduct such amount from the employee's next paycheck.
11. In applying for a Georgia Gwinnett College purchasing card I acknowledge that I have read, understand, and agree to the terms of this purchasing card agreement.
12. All Georgia Gwinnett College purchasing card applicants are required to read the Purchasing Card Procedures Manual. If you require any additional training please contact Logistical Services 678-407-5869.

My signature indicates that I have read, understand, and agree to fulfill the terms of this purchasing card agreement and to adhere to the current Purchasing Card Procedures.

Card Holder Information

Name: _____

Department _____ Department ID (Account #) _____

Building _____ Room# _____

Email Address _____ Phone Number _____

Signature _____ Date _____

By signing above I acknowledge that I have read the purchasing card procedures manual and I am applying for a Georgia Gwinnett College Visa Purchasing Card.

Employee Supervisor/Budget Manager

Is the card applicant the Budget Manager for the above Department? Yes ___ No ___

Signature _____ Date _____

Printed Name _____

This department falls under a: Provost _____
VP of _____
Assistant VP of _____

By signing above I approve for the employee listed above to obtain a Georgia Gwinnett College Visa Purchasing Card.

Director of Logistical Services

Signature _____ Date _____

Your card will be delivered directly to you with the Purchasing Card Procedures Manual. Please read the manual and sign the included form. If you need additional training please contact Logistical Services 678-407-5869.

Please send this agreement to Logistical Services via courier mail or fax to 404-299-4416.