



**OREGON STATE SYSTEM OF HIGHER EDUCATION
VISA CARD APPLICATION AND AGREEMENT:
FOR ISSUE TO DEPARTMENTAL CARD CUSTODIAN
AND DESIGNATED USERS**

Office Use Only:	
Last 6 Digits _____	Custodian _____
Expiration Date _____	Budget Authority _____
Credit Limit \$ _____	

1. **BY SIGNING THIS AGREEMENT AS CARD CUSTODIAN, I APPLY** for a State of Oregon VISA card and agree to abide by all the guidelines specified below, and with applicable Executive Department and University policies and procedures.

2. Department _____

Account index to be charged for purchases made on this card _____

3. **CUSTODIAN RESPONSIBILITIES:**

a. Designated Users: As Custodian, I may authorize other designated employees as users of this VISA card. Designated users will be kept to the minimum level necessary for departmental business purposes. Each designated employee will co-sign this agreement as evidence of reading, understanding and agreeing to be bound by these provisions. All charges will default to the index designated in Paragraph 2. above. Re-allocation of charges to other indexes and accounts should be made by a journal voucher.

b. Record Keeping and Payment Procedure: All VISA statements for the University will be paid from a single master statement by the Accounts Payable Department weekly. An individual statement for the card entrusted to me will be sent to me monthly for reconciliation with support documents and departmental record keeping. These records and documents are subject to periodic audit by the Business Office and OSSHE Internal Audit Division. The record retention schedule for these documents is seven years.

i. Monthly Statement Packet: I will submit all required support documents for all purchases made on the VISA card to the Accounts Payable Department weekly. This includes charge slips, merchant receipts, photocopies of mail order and telephone order forms, and packing slips. Once each month, when

my statement arrives, I will reconcile and verify all charges against the Procurement Card Sign-Out and Activity Log and the month's support documents. I will attach applicable support documents to the statement (FWRPLOG, remaining receipts) and route to the Budget Authority for review and signature, indicating approval. This creates the Monthly Procurement Card Packet. If an original charge slip is lost, I will circle the charge on the VISA statement, attach a statement from the user identifying what was purchased, and retain the additional support with the approved statement. I understand that a pattern of missing original charge documents may result in the loss of VISA card privileges for the individual or the department.

- c. Billing Disagreement or Adjustment: In the case of a billing disagreement or adjustment, I am responsible to initiate and complete necessary action. I will work directly with the Bank and/or the merchant/vendor to resolve disagreements and make any needed adjustments. In the case of billing disagreements, payments to the Bank will not be delayed. If a credit is due, I will instruct the merchant to issue a VISA credit memo. I will not request or accept cash back from the merchant/vendor when an item is returned or a credit is due.

4. USER RESPONSIBILITIES

BY SIGNING THIS AGREEMENT AS DESIGNATED USER, I, the card Custodian, and we, the authorized users, hereinafter called "I," agree to the terms and conditions below:

- a. Authorized Purposes: I agree to use the card only for authorized purposes of the State of Oregon and Eastern Oregon University. Authorized purposes are defined as purchases which further the business of the state. For purposes of this paragraph, a purchase will further the business of the state only when the purchase:
 - i. Is authorized by statute and by Executive Department rule or policy or agency rule or procedure;
 - ii. Will promote or support the lawful operation of Eastern Oregon University; and
 - iii. May be paid by public funds that are currently available to the University and, by extension, to my department, by appropriation, expenditure limitation or other authority (and, where applicable, by Executive Department allotment) for the purpose of the purchase.
- b. Exclusions: I will not use the VISA card for the following: travel purposes including, but not limited to the purchase of gasoline, or meals; vehicle repairs; capital outlay expenditures; cash advances; personal purposes that benefit me or another person individually rather than facilitate the discharge of the official functions or duties of

my department or myself; or for any purposes that does not further the business of the state as defined in Paragraph 4.a. above.

- c. Accountability and Procedures: I will protect the VISA card at all times. I will not give the credit card number to anyone except authorized University personnel or over the phone when making an authorized purchase. The VISA card may be physically checked out for local use only. The VISA card must be physically secured at its assigned location each night. All purchases I make will be within the established credit limit. I understand that all charges associated with this card will be paid from my department's approved budget. Upon completing an authorized purchase I will return the VISA card and all charge slips, merchant receipts, photocopies of mail order and telephone order forms, and packing slips to the Card Custodian.
- d. Loss or Theft: If the card is lost or stolen, I will immediately notify the Bank by telephoning 1-800-344-5696 (or the number appearing on the back of the card). I will also notify the Card Custodian. I understand that no consumer protection clause covers the loss or theft of this card and that I will continue to be responsible for all transactions until such time as a loss or theft is reported to the Bank by phone or in person.
- e. Card Ownership: I understand that the VISA card belongs to the Bank and I will surrender it immediately when asked. The Approving Officer will make a reasonable attempt to recover the VISA card from me if I am an unauthorized or terminated employee. I am responsible for any costs in that effort and agree to pay them from any funds owed me by the State of Oregon, subject to due process. The Approving Officer may assist in efforts to prevent any unauthorized card use and in any legal action against me.
- f. Guidelines and Penalties: I acknowledge that I have read this agreement and have access to all associated policies and guidelines including the Executive Department Accounting Division's Oregon Accounting Manual Internal Controls sections on Approving and Paying Claims: (a) Accountability for State Expenditures and (b) Credit Card Purchases. Any violation of these guidelines will be grounds for my immediate surrender of the VISA card and permanent loss of my VISA card purchasing privileges. Violations may also be grounds for personal liability; disciplinary action, up to and including dismissal; and criminal sanctions.

Any inappropriate or personal purchases become my personal liability for which I will make immediate and complete reimbursement, including any accrued interest, to the University. Amounts not properly reimbursed by me can be withheld, in total, from my next paycheck. I agree that my acceptance of the VISA card authorizes the State to make such withholding automatically from any amount due me by State, subject to due process. Again, I understand that personal purchases are a violation of guidelines.
- g. Credit Limit: I am responsible to see that total charges made on the VISA card do not exceed the defined credit limit. Any charge made by the Bank for exceeding the limit will be charged to my department and may be charged to me personally. A pattern of credit limit abuse will be cause for loss of my VISA card privileges.

- h. Statutory Compliance: I understand that making purchases with the VISA card obligates State funds. I recognize my responsibility to comply with ORS 293.295 in so obligating State funds, and to comply with ORS 244.040, the Code of Ethics for State Employees. When in doubt, the following questions may help assure compliance:
- i. **Is this a legal obligation for the State to incur?**
 - ii. **Is this obligation a responsible and appropriate use of these funds for the University and for the State as a whole?**
 - iii. **Have the goods or services been received by the University and did we receive full value as requested?**
 - iv. **Are there adequate budget resources available now to allow use to incur this obligation?**
 - v. **Will this obligation pass the public perception test, i.e., would I be comfortable if I saw this transaction written up on the front page of the newspaper?**
 - vi. **Am I willing to approve this obligation knowing that I am fully responsible?**

If I cannot answer each of the above questions in the affirmative, I may consult with the Business Office, or forgo the transaction.