

T & E CARD APPLICATION



EMPLOYEE INFORMATION

First Name Middle Initial Last Name

Business Address Building Room #

City State Zip +4

Home Address

City State Zip

() _____ () _____
Home Phone Business Phone

Date of Birth (month/year) Case Email Address

Mother's Maiden Name or other word (required for activation)
(If you use something other than your Mother's maiden name, you must be sure to use that word for security purposes when asked by a JPMC Customer for "Mother's Maiden Name")

Social Security Number (required for activation)

EMPL ID (From PeopleSoft)

The Case Western Reserve University T & E Card may only be used for University travel, meals, and entertainment. JP Morgan Chase will assign your maximum single transaction limit and your monthly dollar limit. The T & E Card has been issued to you as a result of your Travel, Meals and Entertainment needs with the University and will be suspended upon termination of your employment with the University. Card statements will be mailed directly to the home address you have indicated above. It is the cardholder's responsibility to maintain current address information with JP Morgan Chase. You are responsible for paying the T&E Card statements in full each month. If a Cardholder fails to make full and timely payment, the University is responsible for any balance due. All applicable University policies must be followed to retain use of this Card. Violations of these policies may result in disciplinary action, up to and including termination. These include any applicable HR Policies & Procedures, T&E Card and Pcard Policies, and the University Travel Policy.

It is the cardholder's responsibility to follow-up on any erroneous charges (disputes), returns or adjustments and to ensure proper credit is given on subsequent statements.

Agreement of Cardholder

As a T&E Cardholder, I agree to the following terms related to the T&E Card:

- As an individual cardholder of the Case T & E Card Program, I accept the responsibility for protection and proper use of the T & E Card as described and outlined in the PCard and T & E Card program policies listed at <http://www.case.edu/finadmin/matsupp/pdfs/PCardPolicy090107.pdf>.
- I understand that I am responsible for timely submission of the reimbursement and timely payment in full each month of the billed amount.
- I understand I am liable to JP Morgan Chase for all charges I make using the T & E Card. I understand that if I do not pay for all charges on the T&E Card, the University will be notified and will be responsible for any outstanding balance that the Cardholder failed to pay. I understand that I may be subject to corrective action, up to and including termination, for failure to pay all charges in full each month on the T&E Card.

- I understand that failure to pay the full balance on the T&E Card each month constitutes a debt owed to the University. **If I fail to pay in full each month the T&E Card balance, I authorize the University to deduct from the payroll direct deposit of my University salary amount, an amount equal to the unpaid balance due on the T&E Card. This authorization to deduct from my payroll direct deposit may be revoked by me. I also authorize the University, upon my termination from the University, to deduct from any unused vacation day payment an amount equal to the unpaid balance due on the T&E Card.**
- I understand that the T & E Card may be used only for authorized expenditures and no personal expenses will be charged to the card. In addition, I understand that my T & E Card or T & E Card account number is not to be given to any other individual. I understand that the T&E Card is not to be used to charge expenses for any individual other than myself. I understand that I may be subject to corrective action, up to and including termination for unauthorized or personal expenses charged to the T&E Card or for giving another access to my T&E card.
- I understand that it is my responsibility to submit an approved Statement of Travel and Payment Request for Reimbursement in a timely manner to Accounts Payable.
- I understand that I will not be reimbursed for late fees, taxes, or unapproved or unsupported purchases or other purchases made in violation of the Pcard/T &E Card Policy.
- I understand that the University may terminate my right to use the T &E Card issued in my name at any time and for any reason. I agree to surrender the T & E Card immediately upon request, upon transfer to another university department, or upon termination of employment.
- I understand that it is my responsibility to notify the Program Administrator by email within 24 hours of my employment termination from the university. The notification email address is casePCard@case.edu.
- **I understand that my transactions on this University-issued card will be reviewed electronically on a recurring basis by my school or department administrator. I understand that purchases made in violation of University policies will be reported to the Procurement Card Suite Administrator, and I may be subject to corrective action, up to and including termination, for any such purchases.**
- I am receiving the T & E Card issued on behalf of Case Western Reserve University. I agree to accept responsibility for the protection and proper use of this T & E Card. I have read and understand, and agree to comply with all policies and procedures governing the T & E Card program. I understand that failure to do so may result in corrective action up to and including termination of employment and/or presentation to the authorities of possible criminal charges.

Your monthly dollar limit coincides with the billing cycle. Accounts may be viewed on-line on a 24-hour/7-day time period during the current activity cycle period.

EMPLOYEE / APPROVAL SIGNATURE

Signature of Applicant / Date

Signature of Approver / Date

PROGRAM INFORMATION – OFFICE USE ONLY

Case Western Reserve University
10900 Euclid Avenue
Cleveland, Ohio 44106-4909

VIP Int'l Traveler Heavy Traveler

Credit Limit Approved by JPMC

Single Trans. Limit