

Any individual using a CIS department card is required to review and accept the RIT Terms and Conditions for Credit Card use as listed below.

**ROCHESTER INSTITUTE OF TECHNOLOGY
JP Morgan Chase Procurement Card Program
Cardholder Terms and Conditions**

Use of the RIT JP Morgan Chase VISA Procurement Card is subject to the following terms and conditions:

- ✓ Goods and services may be purchased with the procurement card, consistent with your organizational responsibilities, for RIT business use only.
- ✓ As a Cardholder, you are authorized to purchase goods and services for business purposes not exceeding \$1,499.99 for a single transaction.
- ✓ All purchases made with the procurement card shall be made in accordance with applicable Institute purchasing policies and procedures, according to the information outlined in the RIT Procurement Card Guide (located on the Controller’s web site: <http://finweb.rit.edu/Controller/procard.html>).
- ✓ All card transactions are subject to periodic review and/or audit to ensure compliance with internal and external policies.
- ✓ Inappropriate or fraudulent use of the RIT JP Morgan Chase Procurement Card may result in suspension of your card privileges, termination of your employment from RIT and possible legal action.
- ✓ Use of your JP Morgan Chase Procurement Card shall cease immediately upon your separation from RIT or upon reassignment to another department within the Institute.

You must also agree to:

- Return the card promptly
- Return an original receipt (or email, or quote if item is being shipped)
- Provide the account number to which the receipt will be charged.
- ✓ The receipt or quote needs to be signed by the PI whose account will be charged, or you will need to provide confirmation that the purchase was approved in writing in advance. (ie, email, handwritten note, Grant/Contract Procurement Card Purchase Approval Form)

Please acknowledge your review and acceptance of these terms and conditions by signing below:

=====

I understand and accept the provisions for use of the RIT JP Morgan Chase Procurement Card.

Print Name of Card User

Card User’s Signature & Date