



# Procurement Card Agreement

The undersigned cardholder has requested and acknowledges receipt on an Old Dominion University Research Foundation (ODU RF) procurement card. This procurement card is a VISA credit card instrument issued through Bank of America Card Services. The procurement card is for the exclusive use of the undersigned cardholder and may not be used by any other individual. All purchases made with this card are solely for designated business purposes and no personal use of this credit card is authorized. The undersigned further acknowledges the following terms and conditions related to the use of the ODU RF procurement card:

- The single purchase limit is \$2,500 (If overall monthly credit limit is \$2,500 or higher)
- Ensuring purchases comply with ODU Research Foundation policies and procedures
- Complying with allowable and non-allowable expenditures
- Ensuring transactions are within established transaction limits and monthly cycle limits
- Do not split orders to avoid issuing a purchase order or exceeding single card transaction limits
- Attempt to resolve any billing disputes directly with the supplier
- Contacting the Bank of America to file a vendor dis

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University will review the use of this Card and related management reports and take appropriate action based on any discrepancies

- I agree not to write down or share my Card's PIN number with anyone, including my Program Administrator or Bank of America
- I will not store my card number on any mobile devices, nor will I utilize any type of mobile payment or digital wallet service such as Apple Pay, Google Pay, Samsung Pay, etc.
- I agree to not share my card or card number with anyone other than a vendor I am doing business with. Failure to do so may result in either revocation of my privileges and/or other disciplinary actions
- Cardholder must download their monthly statement of a credit card activity from Bank of America via Global Card Access
- Cardholder must provide ODU Research Foundation with a monthly settlement of the card activity designating the projects and object codes to be charged

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Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I acknowledge that the above cardholder has been issued an Old Dominion University Research Foundation procurement card.

Program Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_