



# BYU Travel, Purchasing, or Corporate Card Application

Send completed applications electronically to [cardmanagement@byu.edu](mailto:cardmanagement@byu.edu) or by paper application to C-40 ASB

## Card Type *(select one of the following)*

- Travel Card**    
  **Purchasing Card**    
  **Corporate Card** *(for both Purchasing & Travel)*

## Cardholder Information *(all fields are required)*

Full First Name _____ M. I. _____		Last Name _____
Home Address _____		Home City, State, Zip Code _____
BYU Net ID _____		BYU Employee ID (9 digits) _____
Campus Address _____		Email Address _____
Business Phone _____	Home/Cell Phone _____	Date of Birth (MM/DD/YYYY) _____
College/Division Name _____		Department Name _____

Normal Processing (Free) 7-10 business days  
 RUSH Processing (\$25 fee) 3-4 business days

## Card Settings

### *Default Card Limits*

Single Transaction Limit: \$3,500

Monthly Spend Limit: \$10,000

Daily # of transactions Limit: 10/day

ATM Monthly Cash Limit: \$0

Request a higher Monthly Spend Limit           \$ \_\_\_\_\_

Request a higher Daily Transaction Limit       # \_\_\_\_\_

Request a higher ATM Cash Limit (\$2,500 limit)   \$ \_\_\_\_\_

*All requests for higher limits require approval by college/division controller on page 2 of this application and review/approval by card management in Purchasing & Travel. We will contact you with any questions.*

BYU Cardholder User Agreement for: \_\_\_\_\_  
(Cardholder Name)

Brigham Young University (BYU) has entered into an agreement with JP Morgan Chase (JPMC) to provide authorized faculty and employees with a commercial card (Card). The commercial card may be a purchasing, travel, or corporate (purchasing and travel) card, depending on the materials and services the individual is authorized to purchase. BYU will make all payments from charges on the Card directly to JPMC.

The commercial card remains the property of JPMC. JPMC or BYU may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the Card upon request to the Commercial Card Administrator.

As cardholder, I understand and agree to comply with the following conditions regarding use of the Card issued to me.

1. **Training**

I agree to take the following training courses in the Training LMS Purchasing & Travel Management catalog.

- **Basic Cardholder Training**
- **Chrome River Training** - Complete all courses in the Chrome River Training folder.

Note: Additional optional training is available directly with Chrome River by navigating to the Help Center in the upper right corner of the Chrome River landing page.

2. **Protecting the Card**

I will sign the Card immediately upon receipt, and will keep it safeguarded at all times. If the Card is lost or stolen, or if I suspect the card has been compromised, I agree to immediately notify JPMC Customer Service at 1-800-270-7760 and the BYU Commercial Card Help Desk at 801-422-5644.

All Card transactions are subject to internal control reviews and audits designed to protect the interests of BYU. By accepting the Card, I agree to comply with these reviews and audits. I understand that employee misuse of or embezzlement of items purchased with the card may result in disciplinary actions and personal liability, and may be grounds for termination.

If I transfer to a different department, retire, or terminate employment (voluntary or involuntary) from BYU, I agree to immediately surrender and cease use of the Card.

3. **Using the Card**

The Card will be issued in my name. By accepting the Card, I agree to be responsible for all charges made with the Card. I understand the Card is not transferable and **may not** be used by anyone other than me.

I understand the Card **may not** be used for personal purchases, and I agree to use the Card only for valid, authorized and necessary BYU purchases that are allowable under the BYU commercial card program. Examples of purchases not allowable include gift cards, hazardous materials, and donations. I understand that I will need to manage personal & business credit cards on all websites or apps.

I agree to use my Card within the established spending limits and restrictions placed on the Card. For example, I agree to never allow a merchant to split the cost of a single transaction between two or more sales receipts in order to avoid the transaction authorization limit.

4. **Documenting Card Transactions**

I agree to review (or have my delegate review) all transactions I incur in a timely manner and to submit sufficient documentation justifying a valid business purpose for each purchase. Failure to submit timely, properly documented expense reports in BYU's expense reporting system may result in suspension of my Card.

I agree to resolve any disputed charges, returns and adjustments, and ensure the merchant applies the proper credit to my Card. I will not accept cash or in-store credit for returned items.

My signature below indicates that I have read and understand this agreement.

I certify I have completed the Basic Cardholder and Chrome River training in Training LMS.

\_\_\_\_\_  
Applicant Signature / Date

\_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
College/Division Controller Signature / Date

*Please send this fully approved application to C-40 ASB or email to [cardmanagement@byu.edu](mailto:cardmanagement@byu.edu). It generally takes 7-10 days to receive the card. You will be notified when it arrives.*