

BYU Commercial Card Custodian Agreement - Department Purchasing & Fleet Cards

Brigham Young University (BYU) has entered into an agreement with JP Morgan Chase (JPMC) to provide department purchasing cards and/or fleet cards (collectively, the Card) to approved BYU Card custodians. BYU is responsible for paying all authorized Card charges directly to JPMC.

A **department purchasing card** is assigned to a custodian, who may authorize designated employees and students to use the Card for approved purchases of goods and services.

A **fleet card** is assigned to both a custodian and a vehicle. It is limited to purchasing fuel and minor vehicle expenses for the designated vehicle.

The Card remains the property of JPMC. JPMC or BYU may suspend or revoke Card privileges at any time. Upon request by a Commercial Card Administrator, or upon transfer to another department, retirement, or termination from BYU employment (voluntary or involuntary), the custodian must immediately cease using and surrender the Card.

By activating the Card, I acknowledge that I have read, understand, and agree to comply with the following responsibilities and conditions.

1. Required Training

Before completing my application for a Card, I agree to complete the following courses in the Workday Learning app.

- Basic Cardholder Training
- BYU Workday: Expense Management

2. Card Security

I will sign the Card immediately upon receipt and always safeguard it. To maintain proper security and accountability, I will:

- Keep the Card secure when not in use.
- Maintain a usage log that documents each time the Card is used or checked out to an authorized individual.
- Instruct Card users that it may be used only while it is in their possession for authorized business purposes. Users must not save the card information in online accounts or merchant profiles.
- Immediately report a lost, stolen, or compromised Card to JPMorgan Customer Service at 1-800-316-6056.
- Agree to cooperate fully with internal controls, reviews, and audits of Card activity.
- Acknowledge that misuse of the Card, including unauthorized purchases or misappropriation of university property, may result in disciplinary actions, personal financial liability, termination of employment, and, where appropriate, criminal prosecution.

3. Custodian Responsibilities

As the designated custodian, I am responsible for ensuring accountability for every transaction made with it. I agree to:

- Report any suspected misuse, fraud, or unauthorized transactions immediately to JPMC or the Commercial Card Administrator.
- Ensure the Card is used only for legitimate, authorized, necessary, and allowable BYU business expenses.
- Instruct all authorized users on proper Card use and applicable program requirements.
- Comply with all spending limits and purchasing restrictions established for the Card.
- Prevent merchants from splitting a single purchase into multiple transactions to circumvent spending limits.
- Ensure the Card is never used for prohibited purchases:
 - Personal purchases
 - Gift cards, gift certificates, or any other cash equivalents or peer-to-peer payment services (such as Western Union or Venmo)
 - Payments to independent contractors or employee compensation
 - Hazardous materials
 - High-risk vendors (such as jewelry and precious stone merchants, coin dealers, or pawn shops)
- Resolve disputed transactions, returns, and billing adjustments promptly and ensure merchants issue any credits directly back to the Card.
- Never accept cash or store credit for purchases made with the Card.

4. Transaction Documentation

As the designated custodian, I am responsible for proper documentation of each Card transaction. I agree to:

- Review Card transactions promptly and submit complete and accurate documentation demonstrating the business purpose of each purchase through BYU's expense reporting system.
- Acknowledge that failing to submit required documentation or to complete expense reporting in a timely manner may result in suspension of Card privileges and/or being included on the university compliance report along with any associated fines.
- Understand that I may be held personally responsible for purchases that are undocumented or improperly documented.

Acknowledgement:

By activating this Card, I acknowledge that I have read, understand, and agree to comply with the terms of this Commercial Card Custodian Agreement and accept the responsibilities associated with serving as a BYU Card custodian.