

PURCHASING CARDHOLDER DEPARTMENT FORM

New

Change (only complete fields to be changed)

Delete/Close

Reason:

Cardholder Account # _____ - _____ - _____ - _____

Company Information

TRUCKEE MEADOWS COMMUNITY COLLEGE - #5167

Cardholder Information

Department Name

(24 Characters)

Name Line 2

(24 Characters)

Address Line 1

7000 Dandini Blvd

Address Line 2

Controller's Office, RDMT 318

City

Reno

State

NV

Zip Code

89512-3999

Accounting Code:

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Fund

Area

Orgn

For Security Purposes Only

(Required by the Bank)

ANY 9 Digit Identification Number

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ANY 8 Digit Number

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ANY Password You Will Remember

Reporting Hierarchy Levels - Controller's Office Use Only

Level 6 Name

Level 6 #

Reporting Hierarchy
Level Numbers *

Level 2 (Region)

Level 3 (Div)

Level 4 (Sub)

Level 5 (Fin)

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Cardholder Controls - Controller's Office Use Only

Credit Limit (CSL)

Single Purchase Limit

1,999.99

Authorizations/Day

25

Transactions/Cycle

250

MCC Group

TMCC-NEV

(Merchant Category Code Group)

Approved: _____

Purchasing Card Administrator - Controller's Dept

Signature: _____

Date: _____

Processed By: _____

Date: _____

Truckee Meadows Community College **Department** Purchasing Card Program
Cardholder Agreement

Truckee Meadows Community College is pleased to present your department with the department purchasing card. It represents the college's confidence in your department to safeguard and protect college assets.

As department chair/director, I agree to implement procedures to insure that all uses of this card will comply with the terms and conditions of this agreement and the stated provisions of the Purchasing Cardholder User Manual provided to me (available at <http://www.tmcc.edu/controller/services.asp>). I acknowledge receipt of the user manual and confirm that I have read and understand its provisions. I understand that the college is liable to JP Morgan Chase MasterCard for all charges made with this card.

As the person responsible for this card, I agree to accept responsibility for the protection of this card and for following established procedures to insure that all uses will comply with the terms and conditions as outlined in this agreement and the user manual. It is understood that the department purchasing card **CANNOT** be used for the purchase of goods or services listed on the last page of this agreement and that the purchase of such goods or services shall be deemed an improper use of the department purchasing card.

I further understand that improper or fraudulent use of this department purchasing card may result in disciplinary action and/or personal liability to the person using the card. Purchases made using the department purchasing card which are deemed improper or fraudulent will be the responsibility of the department and chargeable to non-state, unrestricted funds of the department.

I understand that the college may terminate this department's right to use the department's purchasing card at any time for any reason. I agree to return this card to the college immediately upon request.

APPLICANT INFORMATION (Person responsible for this card):

Signature: _____ **Date:** _____

Print Name: _____ **Campus Phone #:** - -

Department: _____ **Campus Fax #:** - -

Mail Stop #: _____ **Email Address:** _____

Cardholder Approvals

I approve the issuance of a department purchasing card to this department and assume overall responsibility for the card.

Approved by: _____
(Please print) Department Chair/Director

Signature **Date:** _____

Approved by: _____
(Please print) Dean/Vice President/President

Signature **Date:** _____

To Be Completed When the Purchasing Card is Picked Up

I hereby acknowledge receipt of department purchasing card #: _____







Expiration Date: _____

Signature: _____

Date: _____

Use of the Purchasing Credit Card

The college purchasing credit card cannot be used at any time for the following goods or services:

-  Alcoholic beverages
-  Cash advances
-  Independent contractor expenses other than airfare
-  Items for Personal Use
-  Participant support expenses other than airfare
-  Travel Expenses other than airfare and conference/registration fees

TMCC is an EEO/AA (equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin or sexual orientation in the programs or activities which it operates.