

PURCHASING CARDHOLDER INDIVIDUAL FORM

 New

 Change (only complete fields to be changed)

 Delete/Close

Reason:

Cardholder Account # _____ - _____ - _____ - _____

Company Information

TRUCKEE MEADOWS COMMUNITY COLLEGE - #5167

Cardholder Information

Cardholder Legal Name

(24 Characters)

Department Name

(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)

SOCIAL SECURITY # OR TAX ID #

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DATE OF BIRTH or VALID DATE

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**MOTHER'S MAIDEN NAME
or PASSWORD**

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 **Individual** Purchasing Card Program
Cardholder Agreement

Truckee Meadows Community College is pleased to present you with the department purchasing card. It represents the college's confidence in you as a responsible employee of the college entrusted to safeguard and protect college assets.

As a cardholder, I agree 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 understand that the college is liable to JP Morgan Chase MasterCard for all charges made with this card.

As the holder of this purchasing card, I agree to accept responsibility for the protection of this card as outlined in the agreement and user manual. I understand that the college **WILL** audit my use of this purchasing card. I understand that I **CANNOT** use the purchasing card 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. Should I fail to use this purchasing card properly, I authorize the college to deduct from my salary, or from other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the college to collect any amounts owed by me even if I am no longer employed by the college. If the college initiates legal proceedings to recover amounts owed by me under this agreement, I agree to pay legal fees or collection costs incurred by the college in such proceedings.

I understand that the college may terminate my 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 or termination of employment.

APPLICANT INFORMATION (Person responsible for this card):

Applicant: _____ **Staff** **Faculty (check one)**

Signature: _____ **Date:** _____

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

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

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

Cardholder Approvals

As department chair/director or dean/vice president/president, I approve the issuance of a purchasing card to this staff member 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.