

Arizona Western College

P-Card Application

APPLICANT SECTION - *Indicates a required field

Legal First Name*	MI	Legal Last Name*
Name as it will appear on card * (max 21 characters including spaces)		Country of Citizenship*
AWC Employee ID*	AWC Net ID*	Date of Birth* (MM/DD/YYYY)

HOME ADDRESS - Physical

Street Address* - no PO Box	City, State & Zip Code*
Work Phone*	Cell Phone*

DEPARTMENT SECTION

Department*	Department Budget Code*

P-Card Type*

Purchasing

Travel

Club** If selected, complete Club Name
(a minimum of \$500 in club account is required)

Club Name

**** Read Before Signing and Forwarding for Approval ****

You are being entrusted with an Arizona Western College purchasing credit card (P-Card), issued by JP Morgan Chase Bank. The card is provided to you based on your need to procure materials, services, or for approved AWC travels. It is not an entitlement nor reflective of your title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of AWC and will strive to obtain the best value for AWC; further I will comply with the Purchasing, Travel and P-Card Manuals.
2. I have read and will follow the P-Card Policies and Procedures. Failure to do so could be considered as misappropriation of AWC funds. Failure to comply with this agreement may result in either revocation of my card privileges or other corrective action, up to and including termination of employment.

3. I understand that under no circumstance will I use the P-Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of AWC funds and could result in corrective action, up to and including termination of employment.
4. I agree that should I violate the terms of this agreement and use the P-Card for personal use or gain, I will reimburse AWC for all incurred charges and any fees related to the collection of those charges.
5. The P-Card is issued in my name. I will not allow any other person to use the card. I acknowledge that I am responsible for any and all charges against the card.
6. The P-Card is College property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect AWC assets. This may include being asked to produce the card to validate its existence and account number.
7. If the card is lost or stolen, I will immediately notify JP Morgan Chase Bank by telephone at 1-800-316-6056 and the Program Administrator for my P-Card.
8. I will receive a monthly statement, usually around the 11th of every month and an additional statement at fiscal year-end. My statement will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement in a timely manner and resolve any discrepancies by first contacting the supplier and then JP Morgan Chase Bank.
9. I agree to surrender the P-Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.
10. I further understand that the use of a Travel P-Card is for services required in the performance of approved travel requests only and Purchasing P-Cards may NOT be used in conjunction with travel.

Applicant Signature & Date

Applicant Name (Print)

Supervisor Signature & Date

Supervisor Name (Print)

President's Cabinet Member Signature & Date

President's Cabinet Member Name (Print)

Approved

VP for Finance & Admin Services & Date