


P-Card Program Enrollment Form

*** Required Field**

Please type to complete all form fields before printing for signature.

*Cardholder Name (Legal)		*GWID Number G _____	*Date of Birth (MMDDYYYY)	
*Business Street Address				
*City		*State	*Postal Code	
*Home Street Address				
*City		*State	*Postal Code	*Country of Citizenship
*Work Phone #	*Cell Phone #	*Work E-mail Address		*Employee Status

*Department Name		
*Financial Manager Name	*Financial Manager GWID Number	*Financial Manager E-Mail Address
*Backup 1 Name	*Backup 1 GWID Number	*Backup 1 E-mail Address
*Backup 2 Name	*Backup 2 GWID Number	*Backup 2 E-mail Address
*Billing Cycle Limits: (Defaults \$10,000 / \$3,500) Card Limit \$ _____ Single Purchase Limit \$ _____ *Funds replenish on the 20th each month. Ensure you have sufficient funds over weekends / holidays.		*Optional Cash Limit \$ _____ Default \$500. Greater than \$2,500 requires additional bank approvals.
		*Mother's Maiden Name (first 4 letters) _____
		*Default EAS Alias _____

Required Signatures: Cardholder: _____ Date: _____ Finance Director: _____ Date: _____	
Send completed form to pcard@gwu.edu . Phone: (202) 994-2500 Website: http://procurement.gwu.edu/p-card	

PROCUREMENT CARD CARDHOLDER AGREEMENT

I (employee name) _____,
as the Cardholder, agree to the following conditions regarding my use of The George Washington University Procurement Card:

- 1.) Prior to the issuance of the P-Card, I will receive training and will abide by the requirements set forth in The George Washington University Procurement Card Program Policies and Procedures.
- 2.) Although the Procurement Card is The George Washington University's property, it is issued in your name to allow you to sign for GW approved purchases. You may not allow any other person to use the card, and you agree to be responsible for any improper charges made against the card and take all necessary steps to safeguard the card. The Procurement Card cannot be transferred to another individual.
- 3.) I understand that by using the Procurement Card, I will be making financial commitments on behalf of The George Washington University and that GW will be liable for all charges made with the Procurement Card by me.
- 4.) I will strive to obtain the best value for GW when purchasing merchandise with the Procurement Card and agree to purchase from preferred/contracted vendors.
- 5.) I agree to use the Procurement Card only for authorized purchases and in an appropriate manner, as defined in the Procurement Card Program Policies and Procedures.
- 6.) I understand that should I make an unauthorized purchase with the Procurement Card or use the Procurement Card in an inappropriate manner or otherwise violate the Procurement Card Program Policies and Procedures, I will be subject to disciplinary action including possible TERMINATION OF EMPLOYMENT at The George Washington University and criminal prosecution. Should I fail to use this Procurement Card properly, I authorize GW to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the impermissible charges including any finance charges up to 12% per annum. If GW initiates legal proceeding to recover amounts owned by me under this Agreement, I agree to pay legal fees incurred by The George Washington University in such proceedings.
- 7.) I understand that GW will monitor and audit my use of the Procurement Card.
- 8.) I understand that Procurement Card expenses not submitted within the 60 day timeframe will be considered a personal cost and may be reported as taxable income on my W-2 in accordance with IRS accountable plan regulations.
- 9.) I understand that ATM Cash Advances from my Procurement card must be accounted for or reconciled within thirty days after I return from travelling and any unused cash advance must be repaid within sixty days. Failure to repay may result in the amount being added to my taxable income and reported on my W-2.
- 10.) I agree to return the Procurement Card to an authorized GW representative, as defined the Procurement Card Program Policies and Procedures, immediately upon the request of the Procurement Card Program Manager or upon my transfer to a different department or upon termination of my employment at The George Washington University.

If the Procurement Card is lost or stolen, I agree to notify the Procurement Card Program Manager and the issuing bank immediately.

My signature below indicates that I have read this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am Procurement Cardholder at The George Washington University.

Cardholder Signature: _____ Date: _____

Finance Director Signature: _____ Date: _____