

Seton Hall University Credit Card Program
Bank of America Merrill Lynch (“BAML”) Visa Card
Cardholder Agreement

I, _____, hereby request a Seton Hall University Bank of America Merrill Lynch ("BAML") Visa card.

In doing so, I agree to the following:

1. I have been provided, and have agreed to comply with, Seton Hall University's policies and procedures regarding the use of the card.
2. I agree that I have been trained on how to manage my card account in the BAML Works (“Works”) website and understand how to use that system to manage and reconcile my account. I agree to mark all of my charges as "Reviewed" in the Works system in the month in which those charges are incurred to allow such charges to be posted to Seton Hall University's financial system.
3. I agree to print out my Transaction Allocation Report from the Works website and submit it, along with vendor receipts, to Procurement (or, if a Grant card, to Grant Accounting) in the timeframe requested each month.
4. If I incur travel and entertainment expenses, I will complete a business purpose on my Transaction Allocation Report in Works, attach the necessary IRS dictated supporting documentation, obtain signed approval, and submit it to Procurement (or to Grant Accounting, if a Grant card).
5. Should there be any change in the financial system accounts that I may charge my card spending to, I agree to notify Procurement immediately.
6. I will continue to strive to obtain the best possible items or services at the best possible prices or value. This includes purchasing from our preferred vendors whenever possible.
7. I agree to keep my card and its number secure from use by others not authorized to use my card.
8. I understand and agree that the card is the property of Seton Hall University and as such, my transaction activity will be subject to review by internal/external auditors as well as Procurement personnel.

9. I agree that the card will only be used for purchases required by Seton Hall University and that I will not make any personal purchases with this card. I am aware that all charges will be billed to, and paid directly by Seton Hall University.
10. I agree to return the card immediately upon request or upon termination of employment (including retirement).
11. If the card is lost or stolen, I agree to notify Procurement and BAML immediately.
12. I understand that failure to follow the established procedures for the use of the card may result in suspension or revocation of my card member privileges. In addition, wrongful use of the card could result in other disciplinary actions, up to and including termination of employment.

Employee Signature

Employee Department

Default SHU index number (see Note below)

Program Administrator

Date Issued

Credit Card Number

Credit Card Exp. Date

Note: Transactions will default to this financial system index number. Please list below all other index numbers you are authorized to charge. Once your authorization is confirmed, they will be input into Works to allow you to elect to charge transactions to them.

Additional index numbers:

