

# VANDERBILT UNIVERSITY ONE CARD APPLICATION

## Card Applicant Information

Information provided in this section must be an exact match to the information on file in the Vanderbilt HR system for this employee.

First Name	Middle Initial	Last Name	Employee ID (7 digits) ( )
VUnet ID	E-Mail Address	Business Phone Number	
Home Department Name			Home Department Number (6 digits)

## Credit Limits: (choose one of each)

### Single Transaction Limit:

\$3,000     \$5,000

### Monthly Limit:

\$5,000     \$10,000     \$25,000

## Business Purpose for card: (estimated annual spend, estimated annual volume of transactions, type of transactions, merchants, etc.)

## Card Applicant Signature

Signature of Card Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Expense Report Approver (ERA) (as assigned in Privilege Management)

ERA (Please Print) \_\_\_\_\_ ERA Signature \_\_\_\_\_ Date \_\_\_\_\_

## Divisional Application Approver

Divisional Application Approver (Please Print) \_\_\_\_\_ Divisional Application Approver Signature \_\_\_\_\_ Date \_\_\_\_\_

## Payment Cards team contact information

send completed application to address below

Vanderbilt University Finance  
Payment Cards team  
110 21st Ave S, Suite 900 (Baker Building)  
Nashville, TN 37203

PMB 407836

[paymentcards@vanderbilt.edu](mailto:paymentcards@vanderbilt.edu)

Payment Cards Website - <https://finance.vanderbilt.edu/payment-cards>

615.322.2911    Option 4

## Vanderbilt University One Card Cardholder Agreement

Participation in the MasterCard Payment Cards Program is a convenience that also carries cardholder responsibilities. This card is for the payment of Vanderbilt business expenses related to the individual whose name is printed on the physical card. This credit card is Vanderbilt University property and must be used only for appropriate and authorized university business. As the cardholder of a Vanderbilt credit card, I agree to the following terms and conditions:

1. The credit card is provided to employees based on their need to routinely incur business-related purchases. I understand that the card may be revoked at any time based on change of assignment business need, transfer of home departments or upon termination from Vanderbilt University. The credit card is not an entitlement nor reflective of title or position.
2. I understand that the credit card will not be used for personal, family or household purposes or for any purpose that is not directly for the benefit of Vanderbilt. Further, the credit card may be used only for valid and lawful purposes.
- 3. I understand that I am responsible for all charges made against the credit card.**
4. I understand that I will not request or receive cash back from suppliers as a result of exchanges, rebates, and refunds or for any other reason.
- 5. I understand that improper use of the credit card can be considered misappropriation of company funds, which may result in disciplinary action, up to and including termination.**
6. I understand that all transaction documentation and reconciliations will be subject to audit by Vanderbilt University, external auditors, and government agencies.
7. I am responsible for complying with internal control procedures in accordance with Vanderbilt policies, in order to protect the University's assets. This includes obtaining appropriate receipts and supporting documentation, reconciling every expense within the appropriate online expense reporting program and following proper credit card security measures.
8. I am responsible for reviewing and reconciling my transactions timely in the appropriate expense reporting application and allocating the expenses to the appropriate General Ledger center number(s). I understand allocations within the online system are not to be changed outside via journal entry at a later date.
9. I am responsible for contacting our payment card provider to resolve any discrepancies (customer service number provided on the back of the card). I am responsible for completing all card provider procedures to resolve any issues.
10. I am responsible for ensuring the card, card number, and PIN are protected from theft or loss. I will not provide the complete card number in electronic communications transmitted through insecure channels (email). I will immediately notify the Payment Cards team ([paymentcards@vanderbilt.edu](mailto:paymentcards@vanderbilt.edu)) of any loss, risk to, or improper use of the card, card number, or PIN.
11. I will surrender the credit card to the university's Payment Cards team or my immediate supervisor upon demand or upon my termination of employment with the university. Beyond that point in time, no further use of the account is authorized.
12. I have reviewed and understand the Vanderbilt One Card Policy, my school, division, and department policies. I am responsible for remaining current on all these policies as they relate to the use of the One Card.

**I understand that any violation of the terms of this agreement may result in disciplinary or civil and criminal legal action, up to and including termination of employment. I understand that I will owe Vanderbilt an amount equal to the total of any discrepancies, of the total amount of any personal gain, and/or of any fees related to the collection of such money. I understand that Vanderbilt may seek to collect this money from me even if I am no longer employed by Vanderbilt.**

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Cardholder Signature

Cardholder Printed Name

Date