

# VANDERBILT UNIVERSITY STUDENT CHECKOUT CARD APPLICATION

## Card Trustee 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)

## Card Information

**Name of Card** For example: "Chess Club". This name will be printed on the plastic card and has a 21 character limit.

**Card Limits:** \$3,000 per transaction and \$5,000 per month

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

## Card Trustee Signature

Signature of Card Trustee	Date
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**Expense Report Approver (ERA)** (as assigned in Privilege Management)

ERA (Please Print)	ERA Signature	Date
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## Divisional Application Approver

Divisional Application Approver (Please Print)	Divisional Application Approver Signature	Date
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**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** 615.322.2911 Option 4  
[paymentcards@vanderbilt.edu](mailto:paymentcards@vanderbilt.edu)  
Payment Cards Website - <https://finance.vanderbilt.edu/payment-cards>

## **Vanderbilt University Payment Cards Student Card Trustee Agreement**

Participation in the MasterCard Payment Cards Program is a convenience that also carries responsibilities. This card is for Vanderbilt student use only. It is for the payment of small local retail purchases by students for the purpose of Vanderbilt University business. This payment card is considered University property and must be used only for appropriate and authorized University business. As the Trustee of a Vanderbilt Student Card, I agree to the following terms and conditions:

1. The Student Card is available for check out by the designated card trustee to students based on their need to incur business-related purchases. I understand that the card may be revoked at any time.
2. I understand that the card will not be used for personal, family or household purposes or for any purpose that is not for the benefit of Vanderbilt. Further, the card may be used only for valid and lawful purposes.
3. 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.
4. I understand that improper use of the card can be considered misappropriation of company funds, which may result in disciplinary action, up to and including termination.
5. I understand that all transaction documentation and reconciliations will be subject to audit by Purchasing and Payment Services, University Finance, and/or Internal Audit.
6. I am responsible for complying with internal control procedures in accordance with Payment Card 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.
7. I am responsible for reviewing and reconciling my transactions by the last business day of the calendar month 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.
8. 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.
9. I am responsible for ensuring the card and card information is protected from theft or loss. I will ensure the complete card number is never transmitted in electronic communications (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 or card number on PIN number.
10. I will surrender the Student Card to the University's Payment Cards team or my immediate supervisor upon demand or upon my termination of employment with the University.
11. I have reviewed and understand the Vanderbilt Payment Cards Policy, my school, division, and departmental policies. I am responsible for remaining current on all these policies as they relate to the use of the Student Card.
12. I am responsible for ensuring that all students using this card are fully informed of the policies and procedures to prevent card theft, loss, or misuse. I am responsible for ensuring that all students using this card record every transaction on the check out log and return with complete supporting documentation for each transaction.

**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 elect to collect this money even if I am no longer employed by them.**

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**Trustee Signature**

**Trustee Printed Name**

**Date**