



# Payment Card Application•Agreement

## Cardholder Information

PRINT

Last Name\_\_\_\_\_First Name\_\_\_\_\_

Department\_\_\_\_\_Campus Phone\_\_\_\_\_

Campus Address\_\_\_\_\_

EMU E-mail Address\_\_\_\_\_Last 4 Digits SSN\_\_\_\_\_

My.emich Username\_\_\_\_\_

Position\_\_\_\_\_Division\_\_\_\_\_

Reporting Authority\_\_\_\_\_EMU E-mail Address\_\_\_\_\_

Fund #\_\_\_\_\_Organization #\_\_\_\_\_Program #\_\_\_\_\_

(For reallocating charges):

Additonal Fund #\_\_\_\_\_Organization #\_\_\_\_\_Program #\_\_\_\_\_

(If additional funds, please write on back)

Monthly Transaction Limit \$\_\_\_\_\_Single Transaction Limit \$\_\_\_\_\_

I consent to accept this Payment Card Agreement, and I have read and agree to abide by all the requirements contained in the Payment Card Procedures, and I agree that this Payment Card will only be used for official university business. In the event that there are charges on the University Payment Card that are deemed to be personal or not in conjunction with university policy and procedures, I will be personally responsible for repayment of those funds. I also give my full and free consent, if deemed necessary by the university, to have the cost of such purchases deducted from my university payroll according to state and federal law. I also understand that the Payment Card is the property of Eastern Michigan University and at any time the university may suspend or revoke my use of the Payment Card.

In the event that I terminate my employment with Eastern Michigan University, I agree to surrender my University Payment Card immediately, and any charges that are deemed to be personal or not in conjunction with university policy and procedures will be deducted from my final pay check or paid via a personal check of money order.

Cardholder Signature\_\_\_\_\_Date\_\_\_\_/\_\_\_\_/\_\_\_\_

Reporting Authority Signature\_\_\_\_\_Date\_\_\_\_/\_\_\_\_/\_\_\_\_

Divisional Executive Signature\_\_\_\_\_Date\_\_\_\_/\_\_\_\_/\_\_\_\_

Submit Completed Application to: Payment Card Office • Accounts Payable • 112 Hover Building 734.487.3600