

VISA CARD – APPLICATION FOR CREDIT LIMIT INCREASE

Print this page, complete, and send to Financial Operations Office by intercampus mail
or email to james.filkov@kpu.ca

Cardholder Legal Last Name: _____

Cardholder Legal First Name: _____

Organization Code (Or Dept. No.) _____
Note: Use only one (1) code

Account Code: _____ default 7122
If no code supplied – 7122 (ONE ORG CODE ONLY)

Kwantlen phone number (604) 5 9 ____ - ____ - ____ - ____

Employee No. _____

Please indicate

Department: _____
PLEASE PRINT

Department Dean/Manager/ Director : _____
PLEASE PRINT

Change Type: PERMANENT TEMPORARY (include date) _____

Select One ONLY:

- Corporate VISA Card \$1,000.00 Limit
- Corporate Visa Card \$2,500.00 Limit
- Corporate Visa Card \$5,000.00 Limit
- Corporate Visa Card \$10,000.00 Limit
- Corporate Visa Card \$20,000.00 Limit

(With no transaction limit).

Dept. Dean, Manager, Director- Please advise why this employee needs a P-card, and why this limit was chosen:

Application will not be processed unless this section is filled out

CARDHOLDER AGREEMENT:

This document outlines the responsibilities of the Cardholder of the Kwantlen Polytechnic University/Royal Bank Corporate Purchasing Card for the purpose of purchasing authorized goods and services on behalf of Kwantlen Polytechnic University. **The (Cardholder’s and Supervisor’s) signatures below indicates that the (Cardholder’s and Supervisor’s) has read and understands these responsibilities and agrees to adhere to the guidelines established for the program.**

- 1) The Purchase card is intended to facilitate the purchase and payment of materials required for the conduct of Kwantlen Polytechnic University business. The Cardholder agrees to charge only those purchases consistent with the type of purchase authorized by management. **See also: Brochure: Purchase Card- Visa and VISA: FAQ’s – current version of these brochures can be found on Financial Services website under FAST PCard section.**
- 2) The cardholder shall surrender the Purchasing Card on request by a representative of Royal Bank, the Purchasing Card Administrator, or in the event of termination of the Cardholders employment for whatever reason. The Cardholder may also be requested to surrender the card for other reasons, such as reorganization or upon the expiry or cancellation of the Purchasing/Visa Card.
- 3) The Cardholder shall protect the Purchasing/Visa Card with appropriate security. If the card is stolen, lost or used without the authority of the Cardholder, the Cardholder agrees to immediately notify the Royal Bank (1 800) 588-8065 (US & Canada) If outside the country call collect to (416) 306-3630 and then notify Purchasing Card Administrator (604) 599-2237 or (604) 599-2060 using the steps outlined in the manual.
- 4) The Purchasing Card shall not be used for the personal gain of the Cardholder, to obtain cash advances or for the cashing of personal cheques.
- 5) Only the person whose name appears on the Purchasing card shall use the Purchasing Card.
- 6) The cancellation of a Purchasing Card transaction shall be implemented by way of credit voucher, not by way of cash payment to the Cardholder.
- 7) The Cardholder shall obtain and retain all vouchers (cash register receipts, packing slips or invoices) for charges incurred by the utilization of the Purchasing/Visa Card, shall match these vouchers to the statement period and shall submit with appropriate account coding these vouchers with approved statement to your Dean or Department director in a timely manner. The Cardholder will resolve any discrepancy by contacting the Royal Bank of the Vendor.
- 8) The Cardholder understands that all charges will be billed directly to and paid directly by Kwantlen Polytechnic University and that Royal Bank cannot accept any payment from the Cardholder directly.
- 9) The Cardholder shall accept neither personal benefits nor personal incentives relative to the utilization of the Purchasing Card.

COMPANY AUTHORIZATION

I have read and understand my obligations as outlined above, and have received and read the brochures.

Employee Signature

MM/DD/YYYY

I have read and agree to fulfill my obligations in administering and approving purchases on this Employee’s P-Card.

Approving Manager/Dean/Director Signature and PRINT NAME

MM/DD/YYYY