

Payment Card Application•Agreement

PRINT

Last Name _____ First Name _____

My.emich Username _____ EID _____

Birthdate _____ Citizenship _____

Home Address _____ Cell Phone# _____

Campus Address _____ Campus Phone _____

E-mail Address _____ Last 4 Digits SSN _____

Position _____ Division _____

Reporting Authority _____ E-Mail Address _____

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 or money order.

Cardholder Signature _____ Date ____ / ____ / ____

Reporting Authority Signature _____ Date ____ / ____ / ____

Divisional Executive Signature _____ Date ____ / ____ / ____

(Needed if amounts exceed \$5000 monthly or \$2500 single)

Submit Completed Application to: Accounts_Payable@emich.edu
Accounts Payable/Payment Card • 203 Pierce Hall 734.487.0022