



Stony Brook **Foundation**



J.P.Morgan

MasterCard Commercial Card Application :

NAME *as you would like it to appear on the card*

PASSWORD 1 – *Last four digits of cell phone number*

PASSWORD 2 – *Last four digits of employee ID #*

DATE OF BIRTH

HOME PHONE #

WORK PHONE #

HOME MAILING STREET ADDRESS, ZIP + 4

EMAIL ADDRESS

SBF ACCOUNT ID

APPROVALS:

IMMEDIATE SUPERVISOR

ACCOUNT MANAGER (if different)

PRINT NAME

STONY BROOK FOUNDATION AUTHORIZING SIGNATURE:

DATE:

J.P. Morgan Chase MasterCard Commercial Card

ACKNOWLEDGEMENT/AGREEMENT FORM

The Stony Brook Foundation MasterCard Commercial Card is a valuable tool with which you are being entrusted to make cost-effective financial commitments on behalf of the Stony Brook Foundation (Foundation). You are encouraged to obtain the best value for the Foundation by using “preferred suppliers” as identified by the Foundation Procurement Office. All purchases must be in accordance with Foundation **Disbursement Guidelines** and **Travel and Expense Policy**. **Under no circumstances should the card be used for personal purchase.** Failure to follow Foundation guidelines may result in either revocation of your card or other disciplinary action.

Do not lend your commercial card or disclose your account number to anyone. Your card should always be kept in a secure location. Check to see that your budget account has sufficient funds to cover your purchases. **If the card is lost or stolen you must immediately notify the Foundation corporate purchasing card administrator at 632-6536 and J.P. Morgan Chase MasterCard at 800-316-6056.** If any purchases on your statement appear to be fraudulent, immediately contact J.P. Morgan Chase MasterCard immediately at 800-316-6056 in addition to contacting the Foundation Procurement Office.

Please keep in mind that there is a \$2,500 “per-transaction” limit and a monthly transaction limit of \$10,000. Requests for any variation to these limits must be presented to and approved by the Foundation Business Office. Split ordering - using your credit card to make multiple payments to a vendor for the same order - is strictly prohibited.

When you place a vendor order you must advise them that your purchase is exempt from New York state and local sales taxes and must provide the vendor with a copy of the Stony Brook Foundation tax exemption form. Please contact the Foundation Procurement Office if you require a copy of the Foundation tax exempt form.

The Stony Brook Foundation MasterCard Commercial Card is a centrally billed Foundation Procurement card program. Your specified Foundation department ID (account #) will be charged for the activity on your card. Any disputed charges must be communicated to J.P. Morgan Chase MasterCard at 800-316-6056 in addition to notifying the respective vendor to detail the problem/discrepancy with the order.

All goods ordered using the commercial card must be shipped to an appropriate Foundation receiving address. Deliveries to a home or personal address are strictly prohibited.

You must immediately return your Stony Brook Foundation MasterCard Commercial Card upon request by the Foundation or upon termination of employment or retirement. All cards must be returned to the Foundation Procurement Office. Should there be any departmental change (i.e. new employment) that causes your Foundation department ID to change, you must return the Card and arrange for issuance of a new card.

IMPORTANT NOTES:

Do Not Use Your Card For:

- Personal Use
- ATM Transaction
- Cash Advances
- Charitable/Not-for-Profit Donations
- Consulting/Professional Services
- Gift Certificates/Gift Cards
- Hazardous/Radioactive Chemicals
- Live Animals
- Medical Provider Services
- Non-employee Compensation
- Rents & Leases
- Space Heaters

Property Control/Equipment Purchases:

All purchases of equipment and furniture valued at \$2,000 or more fall under campus property control guidelines and must be properly decaled by the Foundation Property Control Office. Your Foundation corporate card cannot be used for such equipment and furniture purchases and therefore requires the completion of a Stony Brook Foundation Purchase Requisition to be submitted to the Foundation Procurement Office for processing.

Monthly Statement Documentation Requirements & Reconciliation:

Cardholders will receive their monthly statements through the J.P. Morgan Chase SmartData user website. Cardholders are required to submit and upload their MasterCard backup within ten business days from the date they receive notification that their monthly statement has been issued. Itemized receipts, justifications, and accounting values for each transaction must be provided. If a receipt is lost or misplaced, the cardholder must obtain a signed memo from their immediate supervisor along with justification. The receipts must include the vendor's name, address, description of item(s) purchased and the purchase price. **The justification must include an explanation of how the purchase relates to the fund purpose. MasterCard transactions must be approved by the cardholder's immediate supervisor.** The justification for travel and entertainment expenses should include:

- The purpose of travel and/or meeting
- Itinerary
- Attendee(s)
- The relationship of attendee(s)

Cardholders are required to notify the Stony Brook Foundation after all transactions from the monthly MasterCard statement have been approved by an immediate supervisor.



As the employee being issued the card, I have read and understand these terms and conditions:

Employee Name

Department

Stony Brook University ID #

Business Address (Line 1)

Employee Signature

Business Address (Line 2)

Date

Telephone

SBF Department ID/Account Number



Stony Brook **Foundation**

FOR OFFICE USE ONLY:

\$10,000.00

CYCLE SPEND LIMIT – must be 7 digits - example: \$10,000.00 = 0010000

\$2,500.00

PER TRANSACTION LIMIT

GROUP NAME

MERCHANT CATEGORY CODE