

# BYU

## PURCHASING CARD & CONVENIENCE CHECKS USER AGREEMENT



Send to Attn:  
Lynette Cummings

BYU A-153 ASB  
Provo, UT 84602-1128

[Lynette\\_Cummings@byu.edu](mailto:Lynette_Cummings@byu.edu)  
Phone (801) 422-3662

As User, I agree to the following conditions regarding my use of the Purchasing Card account, including any associated Convenience Checks, issued to me by Brigham Young University:

1. I agree to use the Purchasing Card and where applicable associated Convenience Checks only for authorized BYU purchases.
2. I agree to review the transactions I incur in a timely manner, using the PaymentNet website, and to retain sufficient documentation for each purchase in the department files. When requested by authorized University or Church personnel, I will make this documentation available for review.
3. I have reviewed the travel policies provided by the Administrators at [efy.byu.edu/teacher](http://efy.byu.edu/teacher) and understand my responsibilities.
4. I will make every effort to safeguard the card and prevent it from being used inappropriately by myself or any other person or for personal benefit.
5. Convenience Check payments cannot be disputed. You have authorized the transaction by issuing the check for payment.
6. I will immediately report a lost or stolen card to JPMorganChase Customer Service at 1-800-270-7760. In addition, I will immediately report this loss, and loss of Convenience Checks, to the University Procurement Card Administrators.
7. I understand that should I make an unauthorized purchase or use the card or Convenience Checks in an inappropriate manner, I will be subject to disciplinary action, and may be held personally responsible for those unauthorized and inappropriate purchases made.
8. I will notify the Administrators immediately upon my transfer to a different department or upon my termination (voluntary or involuntary) or retirement from my BYU employment.

My signature below indicates that I have read this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Purchasing Card Holder at Brigham Young University.

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Cardholder Name (please print)

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Cardholder Signature

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Date