

User Agreement for Saint Louis University Grant Procurement Card

I, _____, hereby acknowledge that any purchase I execute using the departmental American Express Grant Procurement Card (GP-Card) will adhere to all guidelines provided and mandated by the sponsors of the grant for allowable, allocable, reasonableness, and consistent treatment. Use of the GP-Card will be guided and informed by the applicable Office of Management and Budget (OMB) Circulars (i.e., A-21, A-110, and A-133), specific agency guidelines, as well as, policies and procedures set by the University Administration and Office of Sponsored Programs.

In addition to all other University purchasing policies, I agree to the following conditions for participation in the Saint Louis University Grant Procurement Card (GP-Card) Program:

1. I agree not to move forward with the GP-Card purchase until I have received confirmation (via written or e-mail confirmation) from the Principal Investigator (PI) or an approved delegate who is responsible for initiating/approving charges to their programs and insuring that the charges are allowable, allocable, reasonable and consistently treated.
2. I will use the GP-Card only for the actual and necessary program allowable expenses, in accordance with the University Purchasing Guidelines, GP-Card Policies & Procedures Guide, as well as, Sponsored Programs Policies and Procedures for grant related purchases.
3. Under no circumstances will I utilize or permit others to utilize the GP-Card to make personal purchases.
4. I will follow Sponsored Programs' Cost Transfer Policies and Documentation Standards to verify and reconcile the monthly charges on the account by the monthly deadline provided to me by the University's Procurement Card Administrator (PCA).
5. I understand the charges on the GP-Card will be billed to the department fund and account number if I do not verify charges, reconcile charges, and provide all the necessary documentation in a timely manner to allow reallocation by the Department Approver.
6. I will maintain authorized confirmation to purchase from the PI or an approved delegate, receipts, and transaction summaries for 3 years after the end date of a federal grant or whatever is required in the grant agreement.
7. All GP-Card transactions will be subject to audits by Sponsored Programs, PCA, SLU internal audits, as well as, 3rd party auditors.
8. I understand that attempts to use the GP-Card that are not acceptable per OMB Circular A-21 for costs to be charged to a grant, detailed in Sponsored Programs' Cost Transfer Policy, will be reported to PCA.
9. I will maintain all GP-Card and card number data with appropriate security. If I am made aware or have reason to believe that any GP-Card data security has been breached or the card is lost, stolen or misplaced, I will immediately notify American Express and the PCA by telephone and e-mail. Failure to notify American Express and the PCA of the breach, theft, loss, or misplacement of the GP-Card may make me personally responsible for any fraudulent unauthorized use.
10. I understand that unauthorized use of the GP-Card may result in the revocation of the department's privileges or other disciplinary action, up to and including termination.
11. In addition to any other legal recourse, which the University may have, I authorize the University to deduct from my salary any personal charges, which are prohibited.
12. I agree to relinquish the GP-Card immediately upon my retirement, termination of employment, re-assignment, re-location, or upon the request of any authorized representative duly appointed by Saint Louis University's administrative staff.

Employee Name

Procurement Card Account Number

Employee Title

Manager Name

Employee Department

Manager Signature

Employee Signature

Date