

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER CARD USE AGREEMENT

I agree that use of the JP Morgan Chase Bank individual corporate card, referred to as "the Card" below, will be governed by the following:

I understand the Card is to be used for State of Texas business-related travel charges only and is not for personal use. Use of the Card for charges other than official state business is a direct violation of the State's contract with JP Morgan Chase Bank, Ethics Commission Advisory Opinion No. 147, and the STMP's rule [1 TAC §125.9(a)] and, therefore, a misapplication of the state-issued card. Further, I understand that any misuse will result in cancellation of the Card and I will be subject to disciplinary action up to and including termination of employment.

I will be responsible for all charges resulting from use of the Card and understand that I am required to pay the account in a timely manner. Further, I understand that if my account becomes 90 days past due, JP Morgan Chase Bank will cancel the Card. Cancellation of the Card, for any reason, does not relieve me of the responsibility for payment of the charges and delinquency assessments.

I understand that once I receive the Card, I am ineligible for travel advances or use of the Business Travel Account (BTA). Further, I understand that if my Card is suspended or canceled for misuse or nonpayment, I will not be eligible for travel advances or BTAs for the duration of my employment at Texas Tech.

I understand that information on Card usage is distributed to the Texas Building and Procurement Commission and TTUHSC.

I understand that the appropriate administrators, as well as, my direct supervisor will be notified in writing of any apparent misuse on my individual corporate card account. I also understand that any proven misuse of the Card will be reflected in my next scheduled performance evaluation or be placed as a permanent notation in my personnel file in TTUHSC records.

I understand that this signed agreement becomes legally binding and will be on file in the HSC Business Services Office (Suite 2C174).

***I understand the above-stated policies, regulations, and penalties for using a State of Texas individual corporate travel charge card and agree to abide by them.***

\_\_\_\_\_  
Signature of TTUHSC Applicant

\_\_\_\_\_  
Signature of Supervisor of Applicant

\_\_\_\_\_  
Printed name of TTUHSC Applicant

\_\_\_\_\_  
Printed name of Supervisor of Applicant

\_\_\_\_\_  
Printed name of TTUHSC Dept/School

\_\_\_\_\_  
Center Location (City)                      Date

## **JP MORGAN CHASE BANK POLICY ON SUSPENSION/CANCELLATION OF ACCOUNTS**

In accordance with the State of Texas contract, accounts may be suspended if unpaid balances reach sixty (60) days past due; accounts will be canceled at ninety (90) days past due. If an account ages to sixty (60) or ninety (90) days past due, a 2.5% delinquency fee will be assessed.

### **STATE CREDIT CARD POLICY**

State Travel Credit Cards, 1 TAC §125.8 provides (in part) as follows: (b) "State credit cards may be used only for official state business and may be issued to individuals and state agencies." (c) "State agency employees should be issued a state travel credit card when the employee is expected to take at least three trips or spend at least \$500 per fiscal year for official state travel business." (d)(3) "...individuals who are issued state travel credit card understand that payment of charges on state travel credit cards is the sole responsibility of the individual and that the state shall not be responsible for the charges or for nonpayment by the employee."

### **ETHICS COMMISSION ADVISORY OPINION NO. 147 (Issued June 24, 1993) (Summary)**

A public servant's use of a state-issued credit card for any type of expense other than a state business related expense is a misapplication of state property and may violate Section 39.01 of the Texas Penal Code. It is not a misapplication of state property to use a state-issued credit card for a business-related state expense in accordance with rules established by agencies authorized to control the card's use. "Intentional or knowing use by a state employee, i.e., a public servant, of a state-issued card for other than state purposes violates subsections (a)(1) and (a)(2) of TEX. PEN. CODE ANN, section 39.01." (EAO #147, June 1993)

### **DEFINITIONS Designated Headquarters**

The area within the boundaries of the incorporated municipality in which a state employee's place of employment is located. If an employee's place of employment is located within an unincorporated area, then the area within a five-mile radius of the place of employment is the employee's designated headquarters. If an incorporated municipality or an unincorporated area is completely surrounded by the incorporated municipality in which an employee's place of employment is located, then the employee's designated headquarters includes the surrounded municipality or area. (*State of Texas Travel Allowance Guide*, Office of the Comptroller, October 2004)

### **Incidental Expense**

An expense incurred while traveling on official state business. The term includes a mandatory insurance or service charge and an applicable tax, except a tax based on the cost of a meal. The term does not include a meal, lodging, or transportation expense; a personal expense; an expense that an individual would incur regardless of whether the individual was traveling on official state business; and a tip and gratuity. (*State of Texas Travel Allowance Guide*, Office of the Comptroller, October 2004)

### **Official Government Business**

"Business required in the scope and course of the traveler's employment that is properly authorized by the employing governmental entity." (1 TAC §125.2)

### **Travel Expense**

A meal, lodging, transportation or incidental expense. (*State of Texas Travel Allowance Guide*, Office of the Comptroller, October 2004)

### **Retail Charge**

Any charge to a merchant classified as a "retail" establishment by the charge card vendor. Retail establishments include, among others: clothing, shoe, book, stores for electronics, shops for consumables (candy); department stores and discount houses; stationery and office supply stores; and some oil company outlets (gas stations) and public parking facilities. Please be aware of this so you are prepared while traveling. JP Morgan Chase Bank is required by contract to limit the retail charges of a travel card holder to \$200.00 per month.