

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER CARD USE AGREEMENT

I agree that use of the Bank One 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 Bank One, 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, Bank One 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 and Social Security No. of Applicant

Printed name of Supervisor of Applicant

Printed name of TTUHSC Dept/School

Center Location (City) Date

BANK ONE 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 CHARGE CARD POLICY

Charge Card Services, 1 TAC §125.9 provides in part as follows: (a) "Charge accounts and cards are provided for official state business travel use." (f) "A state agency shall approve issuing a charge card to an employee if the employee is expected to take at least three trips or spend at least \$500 per fiscal year for state business." (i) "By accepting an individual travel charge card, the employee accepts the responsibility for paying all charges timely and agrees that the charge card is intended for official state business travel use..."

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 or legislator's place of employment is located. If an employee's or legislator'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 or legislator'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, January 2002)

Incidental Expense

An incidental expense means 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, January 2002)

Official State Business Travel

"Travel undertaken by a state official or employee to conduct official state business or to represent the state in an official capacity." (1 TAC §125.3)

Travel Expense

Travel expense means a meal, lodging, transportation or incidental expense. (*State of Texas Travel Allowance Guide*, Office of the Comptroller, January 2002)

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. Bank One is required by contract to limit the retail charges of a travel card holder to \$200.00 per month.

Bank One Travel (Individual Bill) Cardholder Account Application
For State of Texas Use Only

X New Card

Corp # 8135

State of Texas Agency / University Information

Agency / University Name: **Texas Tech Univ Health Sciences Center** State Agency Code: **739**

Cardholder Information (Please Print Required Information)

Cardholder Name - Legal	_____	_____	Social Security #
Name Line 2	00739-TTUHSC	_____	Date of Birth
Billing Address	_____	Email Address:	_____
City	_____ State _____	Zip ()	Work Phone:
Home Address	_____	()	Home Phone:
City	_____ State _____	Zip Code _____	

By completing this application, I authorize Bank One, NA to investigate my credit history for the purpose of card issuance and for subsequent credit inquiries should a card be issued to me. I understand Bank One, NA cannot share my specific credit information with my employer or me, provided however, Bank One is authorized to communicate the acceptance or decline decision to my employer. If your application is approved, you agree to be bound by the Corporate Card and Corporate Travel Charge Card Cardmember Agreement which will be sent with each card. Also, I understand the Card is to be used for State of Texas business travel charges only and is not for personal use and that any misuse will result in cancellation of the Card and will be subject to disciplinary action in accordance with my state agency/university internal policies. **NOTICE: INFORMATION ON CARD USAGE IS DISTRIBUTED TO TEXAS BUILDING AND PROCUREMENT COMMISSION (TBPC) AND YOUR STATE AGENCY.**

Cardholder Controls

Average Monthly Travel Spend	\$5,000
MCC Groups- (Merchant Category Code Group)	State of Texas Standard TXTRVL, TX 200, TXEXCL

Cardholder Approvals

Cardholder Signature:	_____	Date	_____
REQUIRED			
Department/Supervisor's Signature: REQUIRED	_____	Date	_____

Program Administrator: **Celeste Kulinski** Verification ID Number: _____
Director of Business Services

Applicant: Please complete form & forward to Celeste Kulinski, Business Services, MS6283, Lubbock, TX

Bank Use Only

Account Number _____ - _____ - _____ - _____

Verification ID# Verified: _____ Date: _____ Initials: _____

Credit Limit **CLI U12-220** Credit Initials _____

Program Administrator: Please submit application through SDOL.