

Oberlin College Purchasing Card Agreement Form – Student Organizations Only
Office of the Student Treasurer

Date Due Back (max 2-3 days)

Date of Request		Date P-Card Required	
Organization Name			
Requestor's Name			
E-mail Address		Phone Number	

I, _____, hereby acknowledge use of a General Use Oberlin College Purchasing Card. As a user, I agree to comply with the terms and conditions of this Agreement and the Oberlin College Purchasing Card Policies and Procedures, as amended from time to time. I understand that Oberlin College is liable to J.P. Morgan Chase Bank and/or American Express for all charges made on the Card. I further understand that I may be personally liable for any misuse of the Card.

I agree to use this Card for Oberlin College and/or Student Finance Committee approved purchases only and I agree not to use the Card for personal or other restricted purchases. I understand that the College will audit use of the Card and take appropriate action concerning any discrepancies.

I understand that I am responsible for keeping the Card in a secure location when it is in my possession, and that I will be held accountable for all purchases made when using the Card and when it is in my possession. I further understand that any improper use of this Card may result in disciplinary action.

If the Card is lost or stolen, I agree to immediately notify the Student Treasurer (ost@oberlin.edu) and the Purchasing Card Administrator (58080 or pcard@oberlin.edu).

I affirm that Charges on the Purchasing Card will not exceed: _____.

Card and Original Detailed Receipts must be turned in at the same time and NO Uber or Lyft charges are permitted.

Requestor's Signature: _____ Date: _____

Business Purpose: <i>Please list what you intend on purchasing</i>	INDEX # _____
	Account # _____

Required Signatures:

Organization Treasurer: _____ Date: _____

Organization Advisor: _____ Date: _____

Student Treasurer: _____ Date: _____

Please take this form to the Office of the Student Treasurer for the Student Treasurer's authorization. Afterwards, you will take your copy of the form with the required signatures and documentation to the Purchasing Office to pick up the Purchasing Card.