

## DECLINING BALANCE CARD AGREEMENT

1. The Declining Balance Card (DBC) is for business-related departmental purchases **ONLY**; personal charges are **NOT** to be made with the card.
2. **The cardholder is the only valid user of the DBC. Improper use of the card, as defined by your DBC budget, will be considered misappropriation of University funds, which may result in disciplinary action, up to and including termination. Legal action may also result. Legal action for collection and/or criminal prosecution may also result.**
3. All charges are billed directly to and paid directly by The University of Oklahoma. Any personal charges on the card will be considered misappropriation of University funds, such charges are not authorized by the University and cardholder cannot pay the bank directly.
4. Cardholders are expected to comply with internal control procedures in order to protect University assets. This includes keeping receipts, reconciling monthly purchases made with the /DBC, and following proper card security measures the same as those outlined in the Purchasing Pcard Policy.
5. The Cardholder and/or a designee of the department is responsible for reconciling their monthly purchases made with the DBC and resolving any discrepancies by contacting the merchant. If a disputed charge cannot be resolved directly with the merchant, a charge dispute must be filed. Cardholders agree to follow University of Oklahoma policies and stay within their DBC budget. Failure to do so may result in revocation of cardholder privileges and/or other disciplinary action as described in the Purchasing Pcard Policy.
6. Each card is assigned default accounting information by the department and purchases are automatically charged to these codes. The default codes may be changed to reflect accurate purchasing.
7. All cards should reflect the legal name of the cardholder. If a cardholder has a name change, he/she must have a new card issued by contacting **proadmin@ouhsc.edu**.
8. All new cardholders must be full-time University employees and any training requirements will be addressed by Purchasing Administration prior to issuing the card.
9. A lost or stolen card must be reported immediately to the bank and to the Purchasing Department. Additionally, cardholders may send email notification to **proadmin@ouhsc.edu**. Notification must include legal name and department name.
10. A cardholder must surrender any University DBC upon termination of employment (i.e., retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized. Such use may result in legal or other action. Cardholders also must surrender their DBC in the event that they transfer to another University department. Upon transfer, no further use of the prior account is authorized and any further use may result in disciplinary action. Participation in the University of Oklahoma Purchasing/Credit Card Program is a convenience that carries responsibilities along with it. Although the DBC is issued in a cardholder name, it **is** University property that must be used with good judgment. **The DBC is not an entitlement nor reflective of title or position and the DBC may be revoked at any time.** By signing this agreement, the cardholder acknowledges that he/she understands and will comply within the guidelines as set forth in the CVC/DBC budget and communicated to the card holder.
11. The University of Oklahoma Purchasing Credit Card Program is provided to employees based on their need to purchase business-related goods and services.

### DBC Receipt

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**Date**

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**Cardholder Name** (Please print name.)

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**Cardholder Signature**

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**Person other than cardholder** (for card pickup) (Please print name)

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**Signature**