University of Pennsylvania
Student Program Card Agreement

The University of Pennsylvania is pleased to present you with a Student Program Card. This credit card represents the University's trust in you as a responsible party who will safeguard and protect Penn's assets.

As a cardholder, you agree to accept responsibility for the protection and proper use of this credit card as outlined in this agreement and detailed on the Purchasing Web Site. The location of the web site is:  http://www.purchasing.upenn.edu/card-services/chase-spc-card.php
I understand and agree to the following conditions:

1. The University of Pennsylvania is liable to J. P. Morgan Chase MasterCard for all charges made by me.
2. The University WILL audit the use of the Student Program Card.
3. I cannot use the Student Program Card for the purchase of “restricted commodities” or purchasing from “Penn Marketplace Suppliers.” Inappropriate usage of the JPMC Student Program card includes but not limited to:
   - Personal items
   - Gift cards
   - Alcohol
   - Computers
   - Software
   - AV equipment
   - Books/office Supplies
   - Independent Contractors i.e. entertainers
4. I understand that commodities, where Master agreements are in place must be made from the University's contract suppliers.
5. I understand that improper use of this Student Program Card may result in disciplinary action taken in the event of abuse, inappropriate or fraudulent use, or failure to perform required cardholder administrative duties.
6. If the University of Pennsylvania initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University of Pennsylvania in such proceedings.
7. Failure to account for any transactions in a timely manner may result in those transaction charges being charged to my bursar bill, the card being suspended or cancelled, and/or termination of my appointment.
8. I understand that the University of Pennsylvania may terminate my right to use this Student Program Card at any time for any reason.
9. I agree to return the Student Program Card to the University of Pennsylvania immediately upon request or end of the school year.
10. I also agree to maintain all receipts for any purchases made on the Student Program Card in conjunction with my monthly statement.

CARDHOLDER RESPONSIBILITY INCLUDES BUT IS NOT LIMITED TO:
- Adhering to Purchasing Card Policies & Procedures (2303)
- Retaining receipts of purchases for supporting documentation
- Resolving purchasing transaction disputes with supplier
- Documenting business purpose of purchase

Applicant Signature: ____________________________________________
Print Name: ____________________________________________ Date: __________