

**PRF Commercial Card – Appendix B**

*July 2024 Revision*

**Purdue Research Foundation Cardholder Agreement**

- The PRF Card is intended to be used for expenditures normally acquired by Incidental Purchases charged to the Department/School's discretionary funds. In general, the PRF Card is to be used for meals, catering, and development expenses.
- The PRF Card issued to you has a transaction limit of \_\_\_\_\_ and a cycle limit of \_\_\_\_\_. Splitting a transaction into multiple transactions to avoid these limits is prohibited and may result in loss of card privileges.
- This PRF Card may only be used by the cardholder whose name appears on the card.

Per PRF discretionary fund guidelines, most recently dated November 2003 the following items have been identified as unallowable expenditures for SDIP funds and therefore cannot be charged to a PRF card:

- Gifts or benefits to employees, unless part of a university or departmentally sponsored recognition program
- Travel expenses for spouses of university officials not acting as official volunteers or representatives of the University
- Reimbursement of local travel expenses is prohibited
- Payment of fines or penalties for university employees, students, and guests
- Purposely avoiding University travel regulations or procurement policies and procedures, including office furnishings and equipment not in accordance with university standards
- Purchase of memberships in various organizations including private country clubs, airlines, etc. for university personnel
- Donations to charities and/or civic fund-raising campaigns (internal or external)
- Office parties, holiday parties or decorations
- Refreshments at routine staff meetings
- Payments in cash or equivalency (e.g., gift certificates) may only be made through the University, when allowable. Tax reporting will be handled through the payroll system or IRS Form 1099 reporting

- The Transaction Log with *original, itemized receipts* must be submitted to the Business Office on **weekly / biweekly / monthly** (please circle) basis.
- The first violation of the above guidelines may result in immediate cancellation of the PRF Card. Business expenditures that are unallowable on PRF funds result in reimbursement of charges by the employee and possible cancellation of the PRF Card. Personal expenditures will result in reimbursement of charges and/or disciplinary actions that can include suspension, terminations, and prosecution under state and federal laws.

*I have read and understand the above expectations and directives and agree to comply.*

Cardholder Name (printed or typed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department #: \_\_\_\_\_

I have reviewed the PRF Commercial guidelines with the cardholder named above.

Signature of Department Business Manager: \_\_\_\_\_

Completed Application should be shared with [tkgick@prf.org](mailto:tkgick@prf.org) and [lkingma@prf.org](mailto:lkingma@prf.org) through the Purdue University File Locker.