

SMU P Card Application

Updated: April 2024

The SMU logo is displayed in white, bold, sans-serif font. The 'S' and 'M' are connected, and the 'U' is separate. A registered trademark symbol (®) is located at the bottom right of the 'U'.

SMU®



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SMU[®]

Cardholder Agreement

- » First step of application to be sent to P Card Program Administrator
- » Previously was the last 2 pages of enrollment form
- » Date of Hire: Application must be submitted at least 90 days after hire date.
- » Available on [SMU Card page](#)

SOUTHERN METHODIST UNIVERSITY SMU CARD CARDHOLDER AGREEMENT	CONFLICT OF INTEREST
I (employee name) _____, as the Cardholder, I agree to the following conditions and will abide by the conflict of interest requirements below regarding my use of Southern Methodist University SMU Card:	1. Unless specific written exception has been obtained from the Vice President of Business and Finance, no employee, officer, or agent of the University shall participate in the selection, award, or administration of purchases or contracts where to his or her knowledge, the employee, his or her immediate family, or partner has a financial interest in the supplier's organization.
CONDITIONS	2. Employees, officers, and agents of the University shall neither solicit nor accept cash, gratuities, favors, or anything of monetary value from suppliers or potential suppliers.
1. I understand that by using the SMU Card, I will be making financial commitments on behalf of Southern Methodist University and that the University will be liable for all charges made with the SMU Card.	3. The Cardholder will abide by the University Policies of conduct as stated in Policy 7.23 (Personal Conduct), and Policy 7.25 (Dishonest, Fraudulent and Illegal Practices).
2. I will strive to obtain the best value for the University when purchasing merchandise with the SMU Card and will pursue paying vendors via the traditional AP process whenever possible or required per the Purchasing or SMU Policies and Procedures.	4. Employees, officers, and agents of the University who knowingly violate this policy will be subject to such disciplinary actions as stated in the University Policy 6.16 (Procedural Standards for Faculty Sanctions and Dismissals) and Policy 7.24 (Corrective Disciplinary Procedures for Non-Faculty Personnel) as appropriate.
3. I agree to use the SMU Card only for authorized purchases and in an appropriate manner in accordance with the University's Policies and Procedures. I understand that the SMU Card is NOT for any type of personal use even if I plan to reimburse the University. _____ (Please initial)	My signature below indicates that I have read this agreement, understand it, and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a SMU CARD Cardholder at Southern Methodist University.
4. I understand that if I make an unauthorized purchase with the SMU Card or use the SMU Card in an inappropriate manner, such as splitting charges to circumvent card limits, I will be subject to disciplinary action including possible: <ul style="list-style-type: none">• Card cancellation• Cardholder authorized payroll deduction for charges unapproved for business use• Termination of employment at the Southern Methodist University• Criminal prosecution• All of the above	Employee Signature: _____ Date: _____ SMU Employee ID (for Identification purposes only): _____ School and/or Department Name: _____ Date of Hire: _____
5. I authorize the University to deduct from my salary any and all amounts for any and all prohibited purchases made on my SMU Card that are prohibited by University policies and procedures; as well as any unreconciled charges that have not been reported and approved by the appropriate budgetary authority at the time of my departure from the University.	
6. I understand that the University will monitor and audit my use of the SMU Card.	
7. I agree to return the SMU Card to the Authorized Manager within my department or administrative area, as defined the SMU Card Program Procedures, immediately upon the request by the Program Administrator or upon my transfer to a different department or upon termination of my employment at Southern Methodist University.	
8. I have received a copy of the Southern Methodist University SMU Card Program Procedures Manual, understand it and will abide by all the requirements set forth in the Manual.	

Online Application Portal

J.P.Morgan PaymentNet®

APPLICANT PREVIEW - SMU Travel and Purchase Application - Unsaved changes will not display

Step 1: General Information

Step 2: Administrative Information

Step 3: Cardholder Acknowledgement

Cancel

Next

Please complete the fields to apply for a commercial card.

*Required Fields.

Additional Instructions from your Organization

For org code details, please contact your Business Financial Officer. Application must be submitted at least 90 days after hire date. Any exceptions require written approval by the Director of Purchasing. All card spending limits default to \$5000 credit limit, 15 daily transactions limit, and \$1000 single amount limit. For adjustments, write requested amounts in the comments box at the end of the application.

The information contained in the instructions as noted is not provided by J.P. Morgan Chase Bank, N.A. or its subsidiaries or affiliates (collectively referred to as "Chase"). Chase is not responsible for and does not endorse the policies, procedures, or overall content provided in the instructions as noted.

Application Question

Date of Hire*

Applicant Information

Full First Name*

Last Name*

Date of Birth* MM/DD/YYYY

SMU ID* 8 digits

PaymentNet User ID* Email Address Excluding @smu.edu

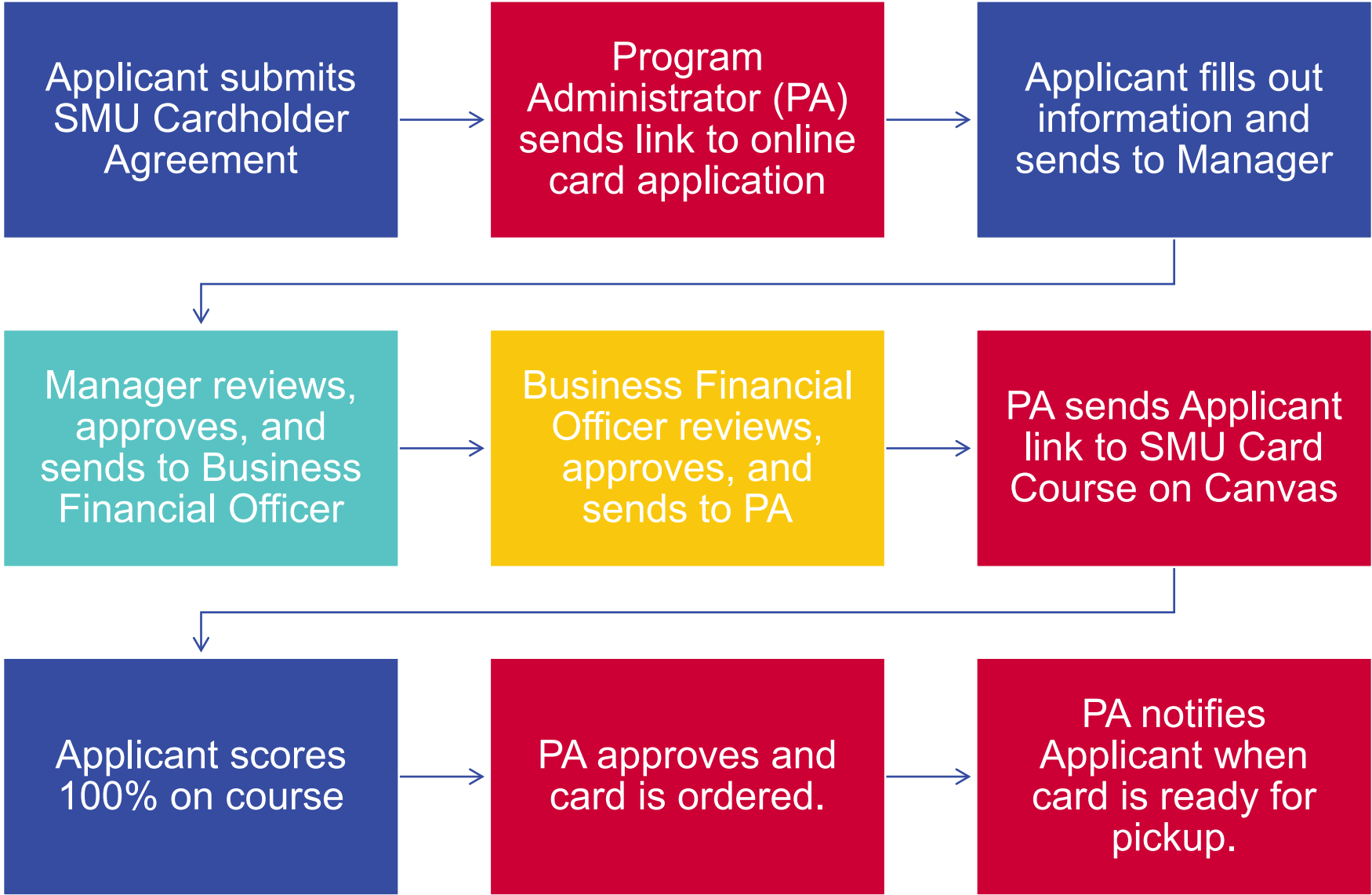
Online Application Portal – Card Limits

- » All card spending limits default to \$5000 credit limit, 15 daily transactions limit, and \$1000 single amount limit.
- » For adjustments, write requested amounts in the comments box at the end of the application for approval.

Approvals

- » Approval should be sent to applicant's manager.
- » Next approval should be sent to Business Financial Officer.
- » Final approval should be sent to P Card Program Administrator.
 - » Harmony Mei at harmony@smu.edu
- » The system will automatically send reminder emails daily at each stage when an approval has not yet been sent.

Workflow Summary



Contacts

» Harmony Mei
P Card Program Administrator
214-768-6464
harmony@smu.edu

» purchasing@smu.edu