

DCard Application

	Complete Depar	tment Custodian Information (Please Print)
Card Custodian Name (as shown on file with HR)		Division / Department
EMPLID	Password	Building / Room/ Location Code or Mail Stop
Date of Birth	Custodian's Network ID	Custodian's Email address (first.last@case.edu)
Campus Telephone Number		Default Speedtype (Must be an OPR)
	DCard (Guidelines for Use and Compliance
and reporting re The following a disciplinary acti Purcha Purcha Purcha Use of into m Failure Failure Using Your monthly d month. Account	quirements. re examples of actions that violate lon: ase of items for personal use ase of items defined in restrictions and lase of restricted items or services from if the DCard for purchases of more than ore than one transaction to to return the DCard when reassigned, to obtain packing slips and receipts or esignee for the purpose of establishing the DCard for travel and entertainment ollar limit coincides with the billing s must be edited on-line on a 24-ho	merchants excluded from valid DCard merchant categories the single transaction limit established for your card by splitting the purchase
Complete the fo All detailed ori purposes for se	ginal receipts must be reconciled	tment Administrator or the designee will be editing your account. with the statement information and retained in the department for audit be reconciled with the statement information and retained in the
Department Administrator Name (Print)		Department Administrator Name (Signature)
Telephone Number E		Email Address
Department Administrator Name (Print) Department Administrator Name (Print)		Department Administrator Name (Signature)
Telephone Number		Email Address



DCard Application

Card number (3 digits)

Custodian Responsibilities

It is the cardholder's responsibility to follow-up on any erroneous charges (disputes), returns or adjustments and to ensure proper credit is given on subsequent statements.

- As an individual cardholder of the Case Dcard Program, I accept the responsibility for protection and proper use of the
 Dcard as described and outlined in the Dcard program policies listed above and in the supplemental Dcard program user's
 guide.
- I understand that the university is liable to JP Morgan Chase for all charges I make using the Dcard. I understand that the
 Dcard may be used only for authorized expenditures and no personal expenses will be charged to the card. In addition, I
 understand that my Dcard or Dcard account number is not to be given to any other individual.
- I understand that the university may terminate my right to use the Dcard issued in my name at any time for any reason. I
 agree to surrender the Dcard immediately upon request, upon transfer to another university department or upon
 termination of employment.
- I understand that it is my responsibility to notify the program administrator by email with 24 hours of my employment termination from the university. The notification email address is CasePCard@case.edu. If Case's program administrator is not notified of my termination from the university, I will be personally responsible for all charges to the Dcard that are initiated after my termination date.
- I am receiving the Dcard issued on behalf of Case Western Reserve University. I agree to accept responsibility for the protection and proper use of this Dcard. I have read and understand, and agree to comply with all policies and procedures governing the Dcard program. I understand that failure to do so may result in corrective action up to and including termination of employment and/or possible criminal charges.

Cardholder Name (Print)	Cardholder Name (Signature)	Date	
	anagement Center/Department, the requirelined in the DCard policies and user's guide		
Budget Director (Print)	Budget Director (Signature)	Date	
As Dean, Chairperson, or Vice I	President I approve the issuance of the Case	e DCard to this individual.	
Name (Print)	Name (Signature)	Date	
PROCESSING INFORMATION – O	FFICE USE ONLY		
□ Date Received	□ Card Created	□ Email	
□ Training	□ Card Activated	Card Deactivated	
□ Administrator Added			

Logon ID