

If you have any Accounts Payable duties or functions, a Travel Card will not be issued.

| Section A – Employee Applicant Information Please Print Legibly *Required Fields | | | | | |
|--|----------------------------------|--------------------------------------|--|--|-------------------------|
| Last Name* | | First Name* | | Middle Initial | AASIS Personnel Number* |
| Business Mailing Address* | | | City* | State AR | ZIP Code* |
| Area Code - Business Telephone* | Area Code – Emergency Telephone* | Email Address* | | Does applicant already have a card or access? Yes No | |
| Special Embossing on Card (if applicable) | | | Does applicant have Accounts Payable roles? If so applicant cannot be a cardholder* Yes No | | |
| Section B – Agency Accounting Information | | | | | |
| <i>This section is to be completed by an authorized Agency Program Liaison. *Required Fields</i> | | | | | |
| Managing Account Name* | | | Managing Account Company Number* | | |
| Division (if applicable) – 5 digits | | | Department (if applicable) – 4 digits | | |
| Agency Business Area* | Default Cost Center* | Default General Ledger 5020008000 | Default Internal Order | WBS Element | Funds Res# |
| Monthly Requested Limit (Limits > \$20,000 require additional approval)* | | | Monthly Requested Limit (If monthly purchase limit > \$20,000 we recommend single purchase limit of < \$20,000)* | | |
| Section C – Employee Understanding/Signature *Required Signatures | | | | | |
| Employee Applicant requests that he/she be issued a Bank of America Mastercard Travel Card. In consideration of this issuance and the use of the Bank of America T-Card, the Employee Applicant and State agree to be bound by the Bank of America Cardholder Agreement accompanying the card, as amended by Bank of America from time to time, for all charges incurred by the use of the card or the related account. Creditor is Bank of America. | | | | | |
| I, the undersigned cardholder, understand that this card is to be used for official state travel pursuant to State Travel Regulations found at https://www.dfa.arkansas.gov/accounting-office/travel-regulations1/ , policies found in the Travel Card Policy and Procedure Manual, and agency purchasing regulations. The State is liable and responsible for payment of the bill in full. As a cardholder, I agree to make no personal charges on the card. I further understand that if I abuse this privilege, my card may be cancelled by my issuing state entity or the Office of State Procurement. | | | | | |
| *Employee Signature: | | | | *Date: | |
| *Liaison Name: | | *Liaison Signature: | | *Date: | |
| *Approving Manager Name: | | *Approving Manager Signature: | | *Date: | |
| Section D – Exception -Credit Limit Required Signatures | | | | | |
| <i>Credit Limits \$20,001 and above require approval from Agency Director, Chair if Board/Commission, or Dean if College/University</i> | | | | | |
| *Print Name: | | *Title: | | *Date: | |
| Signature: | | | | | |

| DTSS CREDIT CARD SECTION USE | | |
|------------------------------|------------|-------|
| Card Number: | Signature: | Date: |

State of Arkansas
Travel Card/ CTS Agreement Form

Check all that apply: Travel Card CTS Account

Printed Name: _____ Agency: _____

As an authorized and approved Arkansas Travel Card and/or Account Number holder, I fully understand and agree to the following terms and conditions regarding the use and safekeeping of the credit card(s) and/or account number(s) entrusted to me:

1. I have or will receive training on the Travel/CTS card policy and procedures.
2. I acknowledge that I do not have any accounts payable duties or functions; and that if I do my card privileges may be revoked.
3. I accept full personal responsibility for the safekeeping of the Travel Card and/or Account Number assigned to me and that absolutely no one, other than me, has authority to use the card and/or account number assigned to me or make charges on the card and/or account.
4. I acknowledge I will be making financial commitments on behalf of the State of Arkansas and will always endeavor to obtain fair and reasonable prices.
5. I will not charge family members travel expenses on my card and/or account. I will not make personal food purchases on my card and/or account without prior approval from the Office of Accounting.
6. I will not use the Travel Card and/or Account Number for non-state official business, unauthorized, or personal purchases. If such charges occur, I will be required to reimburse the State and not the bank for all incurred charges and any fees related to the collection of those charges and do all such other things to remedy the situation.
7. I will immediately report the theft or loss of the Travel Card and/or Account Number to, Bank of America by phone at 1-888-449-2273 and my Agency Liaison. Failure to notify the appropriate authority of the immediate theft, loss, or the misplacement of the travel Card and/or Account Number will make me personally responsible for any fraudulent or unauthorized use.
8. I will surrender the Travel Card and/or Account Numbers upon (a) my termination of employment with the State of Arkansas, or (b) retirement, or (c) transfer to another agency within the state, or (d) my supervisor or the OSP State Credit Card Manager requests surrender of my card.
9. I understand that I am responsible for obtaining all original detail receipts and submit them in accordance with my agencies policy and the Arkansas Travel Card Program's policies and procedures.

I understand that failure to follow any of the above listed terms and conditions or if found to have misused the Travel Card and/or Account Number(s) in any manner may result in (a) revocations of the privilege to use the card/account, (b) disciplinary action, (c) termination of employment, and/or criminal charges being filed with the appropriate authority. I hereby accept the above terms and conditions.

- **This agreement includes all future types of accounts as cardholder and/or account custodian.**

Employee signature: _____ Date Signed: _____