



**DUKE CARD CONTRACT**

Department Name: \_\_\_\_\_ JMU Budget #: \_\_\_\_\_

Authorizing Official: \_\_\_\_\_ MSC \_\_\_\_\_  
(Print: Name & Title)

Duke card name desired: \_\_\_\_\_ Phone \_\_\_\_\_

Dining Amt. \_\_\_\_\_ Bookstore Amt. \_\_\_\_\_ Postal Amt. \_\_\_\_\_ UREC Amt. \_\_\_\_\_ Printing Amt. \_\_\_\_\_

Authorizing Official's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Email address and name of Fiscal Reconciler \_\_\_\_\_

Sponsored Programs Authorizing Signature \_\_\_\_\_

CARD SERVICES USE: Duke Card # : \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

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**TERMS & CONDITIONS**

The James Madison University Card Services Office hereby contracts with the above named department to establish a Duke Card Debit account in the name of the department and for the amount(s) indicated above in accordance with the following terms and conditions:

1. **CONTRACT DURATION:** The duration of this contract shall be from the date funds are received from the customer and this contract is signed by the authorizing official, until the contract is cancelled (see Section 7 below).
2. **ELIGIBILITY:** Duke Cards are intended for use by university officials while performing their official duties on behalf of James Madison University. The authorizing official whose signature appears above must be a department head or other university official with authority to expend funds from the university account specified above. Users requiring multiple Duke Cards are entitled to 2 cards at no charge and all other cards are \$10 each. The Duke Card may be used at any of the participating locations, which accept the Duke Card. Departments need to specify which accounts they want on their card(s). Accounts currently offered for use by Duke Card holders are printing, dining, postal, bookstore and UREC.
3. **GENERAL OPERATION:** When opening an account, the Card Services office will issue the authorizing official an electronically validated Duke Card(s), as the authorizing official may direct. The authorizing official may temporarily loan or permanently assign the card(s) to other persons at his/her discretion. The cardholder may then use his/her Duke Card to withdraw, or spend funds in the account(s) during business hours at participating locations equipped with an operating card reader. The Duke Card may only be used for official state business. Participating locations will honor the card in the hands of any bearer even if the card carries a person's name other than the bearer's. However, no purchase will be permitted in instances where the card cannot be immediately presented by the purchaser or, if presented is not operable.
4. **WORN OUT, LOST OR DAMAGED CARD REPLACEMENT:** Worn out Duke Cards will be replaced free of charge by the Card Services Office. Duke Cards which have been lost or damaged will be replaced at a fee of \$10.00.
5. **LIABILITY FOR ILLEGITIMATE USE OF DUKE CARD.** Participating locations will honor Duke Cards in the hands of any bearer. Safeguarding a card from loss or unauthorized use is the responsibility of the authorized official above and his/her assignee(s). The Card Services Office accepts no liability for unauthorized use of a Duke Card and will debit the pertinent account for all purchases until the authorizing official or his/her agent notifies the Card Services Office to stop honoring the card. Upon receiving such notice, the Card Services Office will electronically deactivate the card in question, thereby, preventing its further use.
6. **CUSTOMER RECORD KEEPING RESPONSIBILITIES:** The authorizing official, whose signature appears above, hereby agrees to maintain records of expenses charged to the Duke Card(s) listed herein. The records must contain the following information for each expenditure transaction: a.) the date of the transaction; b.) the dollar amount of the transaction; c.) the name of the person using the card at the time of the transaction; d.) the purpose of the transaction; e.) itemized list of purchases; f.) original receipt if available.
7. **CANCELLATION AND REFUND:** This contract can be cancelled at any time by the authorized official listed above, his/her superior or his/her successor. The Card Services Office will refund the remaining balance to the customer's university account. The Card Services Office may cancel this contract at any time by notifying the authorizing official above, his/her superior or his/her successor and by refunding the entire remaining balance.
8. **ADDITIONAL DEPOSITS/CARRYOVER BALANCES:** Funds may be added to the account(s) at any time during regular business hours by calling the Card Services Office (86446). A maximum of \$50 may be carried over from one fiscal year to the next in a university budget account.

