



TRAVEL CARD AGENCY OPERATING AGREEMENT

State Form 54696 (12-11)
INDIANA DEPARTMENT OF ADMINISTRATION
PROCUREMENT DIVISION

The _____ (*Agency*) wishes to participate in the State of Indiana Travel Card program established by the State of Indiana through the Procurement Division of the Indiana Department of Administration (IDOA). JP Morgan Chase is the issuing bank for this program. Agency agrees to abide by all Procurement policies, Travel Policies, procedures, statutes, the Travel Cardholder and the Agency Program Administrator Manuals.

Agency understands that non-compliance with the established policies, procedures, or statutes may result in revocation of agency cards and/or agency program.

Agency must complete an agency Travel Card Management Plan. This plan may establish and implement policies and procedures that are more restrictive than those contained in the Travel Card Manuals. The plan must be approved by the IDOA, Procurement Division Procurement Card Contract Manager.

Agency agrees to pay all charges incurred on the Travel Card are to be paid within a maximum of fifteen (15) calendar days from the end of the billing cycle. Questionable charges will be addressed through the proper channels; however, payment cannot be delayed pending decisions or payment by employees of any such charges.

The following person(s) are authorized to act as the Agency Travel Card Program Administrator for Agency for the purpose of approving cardholder applications, defining card limits, default accounting codes, and any other related forms and reports. If your agency needs to authorize more than a primary and secondary contact person please complete as many forms as needed.

CONTACT INFORMATION	
Printed name of primary contact	Title of primary contact
Signature of primary contact	Telephone number of primary contact ()
Printed name of secondary contact	Title of secondary contact
Signature of secondary contact	Telephone number of secondary contact ()

AGREEMENT	
By signing below, I accept the terms outlined in this Agreement and agree to abide by all of them.	
Signature	Date signed (<i>month, day, year</i>)
Title	Telephone number ()