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Date:.....

Ref:.....

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Application of Electronic Payment Service

☐ New

☐ Cancellation



College/Dept.:.....

Name:.....

Position:.....

Purpose:.....

Card Maximum Limit:.....

Maximum Limit Per Transaction:.....

Authorized Signature:.....

Vice Chancellor:

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Card Holder Details:

Name:.....

Position:.....

Banner ID:.....

Office Phone:.....

Mobile Phone:.....

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I the undersigned hereby certify that I have well known and knowledge about the policy and procedures of electronic payment via university credit card and I'm completely responsible in the case of not implementing the said policy and procedures.

Card Holder's Signature:.....

.....

Attachments:

☐ Passport Copy.

☐ Sample of Card Holder's Signature.



Please submit the application with the attachments to the Finance Department after approval



Declaration

1- I the undersigned hereby certify that I had been read and well understand the electronic payment policy and procedures (Credit Card Policy), in the mean time I certify that I will follow up those policies and procedures and I will be completely responsible in the case of not implementing the electronic payment policy and procedures and the Finance Department has the rights to take the necessary action.

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2- Policy and procedures to be follow:

2-1 I will use the credit card according to the policy and procedures of electronic payment laid out by the university.

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2-2 I will insure the fund availability and satisfying all the necessary approval Before beginning the electronic payment process

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2-3 I will submit to the finance department before the 20th of each month all the purchase documents with the necessary approvals such as fund availability, purchase approval, receiving of the purchased items and/or services.

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2-4 I will enclose with the purchase documents the bank statement of the credit card.

2-5 In the case of not submitting the purchase documents until the 28th of each month to the finance department, they have the right of recording the paid amounts (electronic payment) as temporary petty cash under my name.

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2-6 I agree to fully deduct from my financial due payables all the purchases amount paid via electronic payments and not submit their complete set of documents to the finance department with in 15 days from the agreed submission date.

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2-7 I agree to fully deduct from my financial due payables all payments via credit card (electronic payment) which are not following the university's purchase policy until satisfying the purchase requirements.

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2-8 If necessary to process a purchase for other administrative and/or academic unit of the university through electronic payment, I'm

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Responsible to conduct the purchase approval from the specified unit.	9_2
2-9 In the case of not receiving the purchased goods and/or items I should keep the payment documents until satisfying the requirements, in the mean time I should notify the finance department to record the paid amount as petty cash under my name.	10_2
2-10 I certify that I will not use the university's credit card for own benefit such as buying of items and/or services, if so I agree to full deduction of the paid amount from my rights plus 10% from the total as administrative fee in addition to any other charges set by the bank.	%10 11_2
2-11 I should notify the finance department (thought the unit head) in the case of wrong payment supporting my notification with the necessary documents in order to claim the wrong payment via university's credit card..	12_2 13_2
2-12 I'm completely responsible against the loss and theft of the university's credit card within the credit card ceiling limit.	14_2
2-13 I'm completely responsible against the illegible and/or careless use of the university's credit card.	15_2
2-14 I should immediately notify the bank about the loss, miss, theft and mistakes in controlling the card account by the bank and/or any doubt regarding the safety of the card password.	() 16_2
2-15 As a credit card holder, I certify to provide to the Bank my true and accurate personal information though the unit head.	
2-16 I'm completely responsible against any financial liabilities in the case of delegating the assignment of electronic payment (purchase via credit card) to another employee or moving my position to another unit or card cancellation or terminating my services (for any reason) until a clearance letter issued by the bank.	

Name:.....:

Signature:.....:

Banner ID.....:

Date:.....:



Ref:.....

Date.....

Attn: The Manager - UNB (Al Ain Branch)

Greeting,,,

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””

Sub/ Application of Issuing Credit Card

With Reference to the agreement with UNB regarding the issuing of Visa Credit Card (Letter No:), Dated:.....), kindly please issue one credit card (Visa Card) according to the following details:

Card holder name:.....

Card maximum limit (ceiling):.....

Maximum limit per transaction :.....

Card expiry:.....

The following requirements should be enclosed with the credit card:

6. The card should include identification information such as card holder details, the university name, the card ceiling limit and the single transaction maximum limit.

7. A printable summary should be available for each payment showing the card balance before and after processing each transaction in addition to the current payment.

8. The bank should send monthly reports (statement) for each card to the university, those reports clearly indicate the payments by each card and the total amount deducted from the university's main bank account.

9. The reports received by the university should be in both hard copy and softcopy (CD or Floppy).

10. No credit or financial facilities offer to the card holder.

6. No blocking for any amount from the university's main bank account upon the card payments, a complete deduction will implement.

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: (Visa Card)

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7. Cash draw features are not allowed, the bank completely responsible for any cash drawn via the university credit card.						.7
8. Renewing/blocking/cancellation and modification of the card details will take place upon the university request.			/	/	/	.8
9. The supporting services such as SMS & Uni-Net or any other useful service should offer by the bank.	Uni-	SMS				.9 (net
10. The bank should claim to refund any amounts deducted wrongly and/or not incurred according to the financial polices and rules.						.10
11. The bank should arrange all available communications media (during 24 hour) to the card holder for emergencies.						.11
12. The bank should guarantee that all payments are according to the above policy and instructions, any payment out of those policy and instruction the bank should be responsible for it.						.12
13. The bank should notify the university with any change might be occur to the credit card contract, an enough period of time should be allowed to take any necessary actions (if any).						.13
14. The credit card password and/or any other code should be given only to the card holder, not allowed to decoding any security code until requested by a court judgment or university's chancellor or provost.						.14
15. The bank should present (if necessary) any documentation (including the date and time) submitted by the card holder for any case upon the university request.						.15
16. In the case of conflict upon any transaction process the bank should present any necessary documents or records to approve the correctness of the specific transaction, in the mean time the card holder has the right to approve the opposite.						.16
17. The bank should keep a proper record for each credit card according to the UAE Law.						.17

Vice Chancellor