

UC MERCED PROCUREMENT CARD APPLICATION

Return completed and signed application to: PCard Administrator, UC Merced, 1715 Canal Street, Merced, CA 95340

Tel: 209-228-4669

Fax: 209-228-2925

Email: pcard@ucmerced.edu

APPLICANT INFORMATION

Cardholder must be a full time employee. Not for students, contractors, or temporary employees.

Cardholder Name: _____ Dept. Name: _____

Employee ID: _____ Location: _____

Date of Birth: _____ Address: _____

Phone Number: _____ Dept. Code: _____

UC Merced Email Address: _____ CatBuy Logon (if any): _____

Please describe the purpose(s) for which you will use the PCard: _____

CREDIT LIMITS

Must be completed. Credit limits are established and approved by department approving (MSO) listed below.

Single Purchase Limit: _____ Daily Transaction Limit: _____
(Recommended \$2500; Maximum \$2500) (Recommended 15 per day; Maximum 50)

Daily Purchase Limit: _____ Monthly Transaction Limit: _____
(Recommended \$5000; Maximum \$7500) (Recommended 60; Maximum 500)

Monthly Credit Limit: _____
(Recommended \$10000; Maximum \$100000)

Each PCard purchase requires the creation of a CatBuy "Q" class order with a description of the purchased goods or service in sufficient detail to justify the business purpose, along with the relevant accounting information including Sub and Object Code. In the event that the CatBuy order is not processed at least one day prior to the invoice due date a charge to the default account will be made. Please provide a default account number below.

Loc ____ Account _____ CC _____ Fund _____ Sub _____ Obj _____

UC MERCED PROCUREMENT CARDHOLDER AGREEMENT

INTRODUCTION

The PCard program is a charge card-based system that can be used to procure low dollar items (costing up to \$2500 including tax, shipping, and handling) or to make purchases that might otherwise require petty cash or up-front check requests. Using the PCard benefits the University and the Cardholder through: (1) providing decentralized purchasing convenience; (2) paying suppliers promptly; (3) enabling the use of suppliers who do not accept purchase orders. **Cardholders must follow all relevant UC and campus policies. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action up to and including termination.**

GENERAL POLICY GUIDELINES

PCards are issued at the discretion of the Procurement Services Department to departments through a delegation from the Procurement Services Director. The card is not intended to be used for items that can be purchased via CatBuy electronic catalogs, or for recurring charges that can be accommodated more effectively by Accounts Payable. The PCard is assigned to the individual employee and can be used only by the assigned cardholder. The PCard and/or card number are not to be shared with others. PCards are established with Merchant Category Code (MCC) restrictions.

PURCHASE RESTRICTIONS

Each PCard has a pre-set spending limit, not to exceed a maximum of \$2500 per single transaction. All PCard transactions shall comply with the current low value policies and procedures. PCards cannot be used for cash advances, travel and entertainment (meals, airfare, hotel, car rental, etc.), and items restricted from low value orders.

USAGE, RECEIPTS AND PROCESSING REQUIREMENTS

Departments are required to validate receipt of items purchased. Charge slips, sales receipts, packing slips or any other information that validates the purchase must be retained. Departments are required to keep records verifying information. Related documents and pricing data must be kept on file in the department per current campus record retention policy. At least one day prior to the invoice due date the Cardholder or department staff must create a "Q" class order in the CatBuy system with sufficient detail to justify the purchase.

A monthly Cardholder Statement summarizing the purchases for the period will be made available. Receipts or billing invoices sent with the order detailing each purchase must be attached to the Cardholder Statement. The Cardholder Statement and receipts signed by the Cardholder and their Supervisor must be sent to Accounts Payable for review. Accounting will automatically pay the bank when billed for the charges. The Cardholder Statement must be reconciled by the Cardholder's department in a timely manner.

DISPUTED ITEMS

The Cardholder is responsible for following up on any erroneous charges, returns or adjustments and ensure proper credit is given on subsequent statements. All disputed items must be entered into CatBuy at least one day prior to the invoice due date so credits can be made against the disputed charge.

OWNERSHIP AND CANCELLATION POLICY

The PCard remains the property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The Bank or the University may suspend or terminate Cardholder privileges at any time for any reason. The cardholder shall surrender the PCard upon request to the University or any authorized agent of the Bank. Use of the PCard or account after notice of its termination may be fraudulent and may cause the University to take legal action.

PROTECTING THE PCARD

Sign the card immediately upon receipt. When the expiration date is passed and/or after you have received a new card, cut the old card in half and dispose of it. Make sure the PCard is returned to you by the supplier after each use. The cardholder is ultimately responsible for compliance with all controls related to card use. Failure to comply with the above restrictions and controls will result in termination of card privileges. Abuse or fraudulent use of the PCard will result in disciplinary action up to and including termination and possible criminal prosecution.

LOST/STOLE/DISPUTES

If the PCard is lost or stolen, or a fraudulent transaction occurs, contact the Bank's 24-hour Customer Service number and report it immediately. The Cardholder is also required to contact the PCard Administrator.

APPROVALS

I understand that, as a PCard cardholder, I am responsible for assuring that all purchases I make are for valid business purposes and in accordance with the restrictions and directions in the Procurement Card Guide, UC Merced financial policies, and all restrictions particular to the funding source. I am responsible for ensuring the timely creation of a CatBuy "Q" class order for each transaction, and ensuring that signed and countersigned Cardholder Statements with receipts attached are submitted on time to Accounts Payable. I understand that I must attend PCard training prior to receiving the card. Failure to follow procedures and policies will result in termination of card privileges. **I have read the above UC Merced Procurement Cardholder Agreement and agree to be bound by its terms and conditions.**

Cardholder Signature: _____

Date: _____

We certify that the cardholder is not the sole reviewer on any of the FAU's that will be used with this card and we understand that we are responsible for ensuring that the cardholder adheres to the conditions regarding use of the card including, but not limited to, timely creation of orders, providing adequate documentation regarding the nature of the transaction, and reconciliation of the periodic account statements.

Supervisor: _____

MSO/Dept. Admin: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

For Procurement Use Only

Approval/Rejection/Date

Validate Payroll

Bank Profile Date

UC MERCED PROCUREMENT CARD APPLICATION SUPPLEMENT 1

Must be completed and submitted with all UC Merced Procurement Card Applications.

Cardholders, Reviewers, and Preparers are all required to attend training prior to the issuance of the PCard.

Title/Duty of Cardholder: _____

100% employment allocation? Y/N: _____

Will the Cardholder be required to use the card during off-site research? Y/N: _____

If yes, PCard Exhibit 1 will be required to be submitted with application. **If no, PCard Exhibit 1 is not required.**

Name of Reviewer: _____

Has the Reviewer already been trained on PCards? Y/N: _____

Who will be entering order transactions into CatBuy (Preparer)?: _____

Has the Preparer already been trained on PCard transaction entry? Y/N: _____

Who will be responsible for reconciliation of statements and receipts?: _____

UC MERCED PROCUREMENT CARD CARDHOLDER AGREEMENT EXHIBIT 1

Cardholders that are issued cards primarily for research-related activities (faculty, post docs, researchers, and gr, ad students with employee appointments) are subject to the following provisions. The provisions in this Exhibit 1 shall take precedence over any conflicting language contained in the UC Merced Procurement Card Cardholder Agreement.

1. PCards may be issued to Faculty, Staff or Student employees with at least 49% appointment for limited purchases related to specific projects.
2. Faculty & Staff with signature authority on a specific account should make the request explaining the need and potential use of the PCard (merchants, types or purchases, etc.) outlining how the departmental low value order (LVO) based procurement is not meeting operational need.
3. Cardholder must identify an administrative staff person, within the functional unit (academic discipline, etc.), with Accounts Payable and Procurement training and access to the system for processing PCard orders and a PCard transaction reviewer.
4. The request must be reviewed and approved by either the Dean or where appropriate, Vice-Chancellor, Research.
5. Approved request should be forwarded to the PCard Administrator.
6. Approved cards may have a lower limit, but \$2500 per day per vendor and \$5000 per pay cycle (14 days) is the maximum purchase limit.
7. Cardholder must understand and accept the purchase restrictions in the PCard Policy.
8. The Cardholder and Reviewer must be available for attending a training session offered by Procurement Services prior to issuance of the card.

Signature of Cardholder

Signature Dean / Vice-Chancellor, Research

Date: _____

Date: _____