Card # (last four digits only):       Card Custodian:

Credit Limit $:      /month

**UNIVERSITY OF OREGON**

**PROCUREMENT CARD AUTHORIZATION AGREEMENT**

**VISA PROCUREMENT CARD – TEAM CARD**

Definitions for any capitalized terms not defined within this PCard Authorization are defined in Purchasing and Contracting Services Policy PCO1 UO Procurement Card Policy and Procedures (“UO PCard Policy”).

1.0 **BY SIGNING THIS PCARD AUTHORIZATION** for an UO PCard issued by US Bank, you agree to abide by all the guidelines specified below and with applicable Program policies and procedures.

1.2 Card Department Name

1.3 **Index Number** to be charged for purchases made on this PCard

2.0 **CUSTODIAN RESPONSIBILITIES:** AsCard Custodian, you are responsible for safeguarding the PCard for your department, maintaining complete and accurate records of PCard use, and preparing reconciliations between the purchase documents supporting charges on the PCard and the statement of charges received from US Bank, in compliance with Program policies and procedures. As a back-up Card Custodian, you are subject to all Card Custodian responsibilities for any period in which you act as Card Custodian. Card Custodian specific responsibilities include but are not limited to:

2.1 Manage physical custody and security of the PCard and account number.

2.2 Ensure PCards with multiple Card Users are checked in and out via Multiple User Log. The Multiple User log may be maintained in either a hard copy or electronic format. The following must be tracked on a Multiple User Log: the date; Card User name; vendor name; and the dollar amount of the transaction.If the Multiple User Log is maintained in an electronic format, you shall ensure you are the only one that can access the Multiple User Log. Additionally, you shall be responsible for obtaining all required information from Card Users and completing the electronic Multiple User Log each time the PCard is checked in or out. If you maintain the Multiple User Log in a hard copy format, either you or Card User using the PCard may be responsible for completing the Multiple User Log.

2.3 Maintain complete transaction records. Transaction records include sales slips, cash register receipts, invoices, order forms, reconciliation records, receiving reports and shipping address**.** Generally, these transaction records arise out of the normal course of business. The documentation must support a clear determination of what was ordered, what was paid for and what was received. **Charge slips that do not include an itemization of purchases are inadequate.** If an original charge slip is lost, you must circle the charge on the monthly statement and obtain a written description, from Card User, identifying what was purchased. The written purchase description must be attached to the statement and retained as additional support. These transaction records must be maintained for the record retention period of six (6) years.

2.4 Reconcile your department’s monthly statement of PCard transactions. An individual statement for the PCard listed above will be mailed from US Bank to your department monthly. The statements must be received and stored in a secure location. Within thirty (30) days of receiving the statement you must reconcile the statement with your department’s purchase documentation and Multiple User Log (if required.)

2.5 Sign and date your department’s monthly PCard statement to indicate your final approval of monthly reconciliation and all charges shown on the statement. You must attach original sales documents and other supporting documentation to the statement, in statement sequence. If the statement contains charges made by you, Card Custodian, your department’s monthly PCard statement and monthly reconciliation must be submitted to Budget Authority or Budget Authority’s designee for review, approval, and signature of your charges.

2.6 Train all authorized Card Users and maintain records of such department training. Such training must include successful completion of the PCard online training and test.

2.7 Notify PCS by email to [pcard@uoregon.edu](mailto:pcard@uoregon.edu) of any changes in Card Users, Card Custodian or Budget Authority within twenty-four (24) hours of such change. If there are changes in Card Users, submit an Intake Sheet along with an updated PCard Authorization within one week of such changes. If the updated PCard Authorization is not filed within one week the department’s PCard will be suspended. If there are changes in Card Custodian or Budget Authority, you must submit an Intake Sheet, an updated PCard Authorization and a request for a new PCard with a new account number. You acknowledge if there are changes to Card Custodian or Budget Authority, the PCard account will be suspended until an updated PCard Authorization and a new PCard with a new account number is issued.

2.8 Resolve problem purchases/disputes. If a billing disagreement arises or adjustment is needed, you are responsible to initiate and complete any actions to resolve the issue. If an item purchased using the PCard is returned or a billing adjustment is due, Card Custodian is responsible for verifying the appropriate credit or adjustment is reflected on the department’s PCard monthly statement. If the vendor has not replaced/corrected the item or processed an adjustment by the date Card User receives his/her monthly statement, then the purchase of that item will be considered in dispute. Card Custodian must contact PCS by email to [pcard@uoregon.edu](mailto:pcard@uoregon.edu) about any dispute within thirty (30) days of discovery. If a credit is due, you must instruct the merchant to issue a credit to the PCard account. Never request or accept cash back from the merchant/vendor when an item is returned or a credit is due.

2.9 Communicate all necessary information with Card Users including violations.

2.10 Ensure compliance with Program policy and procedures.

2.11 Monitor your department’s PCard transactions for appropriate use and potential fraudulent activity. If you suspect fraudulent activity or want to dispute a PCard transaction, notify your Budget Authority and contact PCS at 541-346-2419 and by email to [pcard@uoregon.edu](mailto:pcard@uoregon.edu) for guidance and instructions. If you are contacted by US Bank regarding suspected fraudulent PCard activity, contact PCS at 541-346-2419 and by email to [pcard@uoregon.edu](mailto:pcard@uoregon.edu) and notify your Budget Authority immediately.

2.12 All charges will default to the index number designated in paragraph 1.3 above. Re-allocation of charges to other indexes must be made by journal voucher (JV). JV all expenditures quarterly (recommend monthly) to the appropriate account code from 39546.

2.13 If you are also authorized as a Card User, you understand and agree any inappropriate or personal purchases become your personal liability for which you may make immediate and complete reimbursement. You acknowledge and understand that all personal purchases are expressly prohibited.

2.14 Submit the monthly PCard statement and reconciliation documentation to Budget Authority for review and signature approval.

3. **CARD USER RESPONSIBILITIES:** AsCard User, you agree to follow all applicable Program policies and procedures in using the PCard. Your specific responsibilities include but are not limited to:

3.1 Check PCard in and out with Custodian (if Card User is not also Card Custodian) for each use. If PCard has multiple Card Users, each Card User must check PCard in and out via a written Multiple User Log. Each time the PCard is used to make a purchase the following, at a minimum, must be tracked: the date; the name and vendor; and the dollar amount of the transaction. The requirements listed here also apply to a Card Custodian acting as a Card User. Use of the PCard without the physical presence of the PCard is not allowed.

3.2 Return PCard to Custodian promptly after each event.

3.3 Secure the PCard and account number when in your possession. Do not give the card number to anyone, other than merchant personnel when making an authorized purchase. You may not make or store a copy of the PCard account number.

3.4 Make PCard purchases in compliance with Program policy and procedures, including using the PCard only for allowable purchases (See Section 3.3 of UO PCard Policy for typical uses and Section 3.4 of UO PCard Policy for prohibited uses and non-chargeable account codes.)

* 1. Upon completing event purchases with the PCard, return the PCard and collect and submit to Card Custodian all appropriate purchase documentation, including sales slips, cash register receipts, invoices, order forms, reconciliation records, receiving reports and shipping address**.** The documentation maintained must support a clear determination of what was ordered, what was paid for and what was received. **Charge slips that do not include an itemization of purchases are inadequate documentation.**

3.6 Inform Card Custodian of any transaction disputes and PCard administrative changes (i.e. when they will no longer act as an authorized Card User for the department).

3.7 Inform Card Custodian, PCS at 541-346-2419 and by email to [pcard@uoregon.edu](mailto:pcard@uoregon.edu) and US Bank immediately (within twenty-four (24) hours) regarding lost/stolen PCards. If your PCard is lost or stolen, immediately notify US Bank by telephoning their 24-hour customer service center at **1-800-344-5696**. US Bank requires University of Oregon to notify US Bank immediately to limit UO liability. If this notification is not made, your department will continue to be responsible for all transactions until such time as a loss or theft is reported to US Bank.

3.8 Work with Card Custodian in resolving any purchase returns and problem purchases.

3.9 You understand and agree any inappropriate or personal purchases become your personal liability for which you may make immediate and complete reimbursement. You acknowledge and understand that all personal purchases are expressly prohibited.

* 1. You understand and agree that the PCard belongs to US Bank, and you will surrender it immediately if asked.

4.0 **BUDGETARY AUTHORITY RESPONSIBILITIES:** AsBudget Authority, you are responsible for the budget of your department and you have authorized one or more PCards for use by your department. You must ensure overall compliance by your department with all applicable Program policies and procedures. Your specific responsibilities include but are not limited to:

* 1. Authorize PCard(s) to be issued for your department. You authorize PCards by signing the Visa application and then submitting it with an Intake Sheet to the PCS by email to [pcard@uoregon.edu](mailto:pcard@uoregon.edu).
  2. Complete this PCard Authorization identifying Card Custodian, backup Card Custodian (if applicable), designee for review of Card Custodian charges (if applicable), and all Card Users for each PCard account requested for your department. You must also identify any Shared Budget Authority when you and another Dean, Director or Department Head will alternately be responsible for acting as Budget Authority for specific segments of time during the course of a 12 month period.
  3. Review monthly reconciliation and monthly PCard statement and sign the monthly statement to signify review and approval of all charges listed.
  4. If Card Custodian of the PCard is also a Card User and makes charges on the PCard, you must review, sign and date each of Card Custodian’s charges or designate someone else to review each of Card Custodian’s charges. If you choose to delegate the review of Card Custodian charges, you must identify in writing the designee responsible for reviewing Card Custodian charges. The person you designate to review the charges must not be supervised by Card Custodian.
  5. You understand that when Card Custodian separates from their position, you must ensure PCS is notified of that change within twenty-four (24) hours by email to [pcard@uoregon.edu](mailto:pcard@uoregon.edu). In addition, you must ensure that an Intake Sheet along with an updated PCard Authorization designating a new Card Custodian is filed with PCS, a new PCard with a new account number is issued and required training is complete. You acknowledge the PCard account will be suspended until the above requirements are met.
  6. You as Budget Authority cannot be a Card User.

1. **BUDGET AUTHORITY** **DESIGNEE RESPONSIBILITIES:** Asdesignee, you must indicate your review and approval of Card Custodian PCard charges by signing and dating each charge on the PCard monthly statement. You must review the supporting documentation for each transaction which may include sales slips, cash register receipts, invoices, order forms, reconciliation records, receiving reports and shipping address. If you cannot approve a transaction contact Budget Authority to report your findings.

6.0 **TEAM CARD ADDITIONAL PROCEDURES:**

**All Team PCards are subject to the following:**

* OUS Procurement Card Policy.
* UO Procurement Card Policy and Procedures, except as noted in these Team PCard Procedures.

For Team PCards, Section 3.4 of the UO Procurement Card Policy and Procedures is revised to allow for the following additional types of purchases:

* Food purchases related to team related expenses:
  + Restaurants.
  + Grocery Stores.
  + Catering.
* Lodging purchases related to team related expenses:
  + Individual lodging rooms – reservations, deposits, and full payment.
  + Hotel conference rooms – reservations, deposits, and full payment.
* Payment for approved team activities.
* Vehicle expenses related to team travel:
  + Gasoline.
  + Taxis.
  + Shuttles.
  + Car/van rental.

For Team PCards, Section 6.3 of the UO Procurement Card Policy and Procedures is revised to allow extended physical custody of the Team Card:

* The Team Card may remain in the physical custody of a Card User for longer than 24-hours, if that Card User will be utilizing the Team Card for an event. If utilizing the Team Card for an event, the Card User may maintain physical custody of the Team Card for the duration of the event.

If a written contract is required for any of the above, the department must still follow all other University policies and procedures related to contracting authority.

**THE PARTIES, BY THEIR SIGNATURES BELOW, ACKNOWLEDGE HAVING READ THIS PCARD AUTHORIZATION, THE OUS PROCUREMENT CARD FISCAL POLICY MANUAL 70.100, AND THE UO PCARD POLICY. BY SIGNING YOU UNDERSTAND THE ABOVE REFERENCED POLICIES, AND AGREE TO BE BOUND THEIR TERMS AND CONDITIONS. EACH SIGNATORY WILL RETAIN, IN A SECURE LOACTION, A COPY FOR REFERENCE.**

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| **Budget Authority Designee**  Responsible for review of Card Custodian PCard Charges: | | |
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| **Budget Authority**  Budget Authority (Dean, Director, Dept. Head): | **Card Custodian** | **Back-Up Custodian** |
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| **Shared Budget Authority**  Budget Authority (Dean, Director, Dept. Head): | **Card Custodian** | **Back-Up Custodian** |
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| **Authority Effective Dates:** |  | |
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| **Program Administrator:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | Printed Name and Title | Date of Signature |