

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

Credit Limit \$ _____/month

**UNIVERSITY OF OREGON
PROCUREMENT CARD SIGNATURE AUTHORIZATION AGREEMENT
VISA PROCUREMENT CARD**

Definitions for any capitalized terms not defined within this Procurement Card Signature Authorization Agreement ("Authorization") are defined in Purchasing and Contracting Services Policy PCO1 UO Procurement Card Policy and Procedures ("UO P-Card Policy").

- 1.0 **BY SIGNING THIS AUTHORIZATION** for an UO P-Card 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 P-Card _____.
- 2.0 **CUSTODIAN RESPONSIBILITIES:** As Card Custodian, you are responsible for safeguarding the P-Card for your department, maintaining complete and accurate records of P-Card use, and preparing reconciliations between the purchase documents supporting charges on the P-Card 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 P-Card and account number. This responsibility may not be delegated.
 - 2.2 Ensure P-Cards 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 P-Card is checked in or out. If you maintain the Multiple User Log in a hard copy format, either you or Card User using the P-Card 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 P-Card transactions. An individual statement for the P-Card 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 P-Card 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 P-Card 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 P-Card online training and test.
- 2.7 Notify Program Administrator 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 updated Authorization within one week of such changes. If the updated Authorization is not filed within one week the department's P-Card will be suspended. If there are changes in Card Custodian or Budget Authority, you must submit an updated Authorization and a request for a new P-Card with a new account number. You acknowledge if there are changes to Card Custodian or Budget Authority, the P-Card account will be suspended until an updated Authorization and a new P-Card 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 P-Card 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 P-Card 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 Program Administrator 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 P-Card 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 P-Card transactions for appropriate use and potential fraudulent activity. If you suspect fraudulent activity or want to dispute a P-Card transaction, notify your Budget Authority and contact Program Administrator for guidance and instructions. If you are contacted by US Bank regarding suspected fraudulent P-Card activity, contact Program Administrator and 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 28995.
 - 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 personal purchases are a violation of applicable guidelines.
 - 2.14 Submit the monthly P-Card statement and reconciliation documentation to Budget Authority for review and signature approval.
- 3. CARD USER RESPONSIBILITIES:** As Card User, you agree to follow all applicable Program policies and procedures in using the P-Card. Your specific responsibilities include but are not limited to:
- 3.1 Check P-Card in and out with Custodian (if Card User is not also Card Custodian) for each use. If P-Card has multiple Card Users, each Card User must check P-Card in and out via a written Multiple User Log. Each time the P-Card 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 P-Card without the physical presence of the P-Card is not allowed.
 - 3.2 Return P-Card to Custodian promptly after each use, but in no event longer than twenty-four (24) hours after checking the P-Card out. Card User may retain the P-Card for longer than twenty-four (24) hours only pursuant to Budget Authority written approval for a specific non-reoccurring purchase.
 - 3.3 Secure the P-Card 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 P-Card account number.
 - 3.4 Make P-Card purchases in compliance with Program policy and procedures, including using the P-Card only for allowable purchases (See Section 3.3 of UO P-Card Policy for typical uses and Section 3.4 of UO P-Card Policy for prohibited uses and non-chargeable account codes.)

- 3.5 Upon completing a purchase with the P-Card, return the P-Card 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 P-Card administrative changes (i.e. when they will no longer act as an authorized Card User for the department).
- 3.7 Inform Card Custodian, Program Administrator and US Bank immediately (within twenty-four (24) hours) regarding lost/stolen P-Cards. If your P-Card 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 personal purchases are a violation of applicable guidelines.
- 3.10 You understand and agree that the P-Card belongs to US Bank, and you will surrender it immediately if asked.
- 4.0 **BUDGETARY AUTHORITY RESPONSIBILITIES:** As Budget Authority, you are responsible for the budget of your department and you have authorized one or more P-Cards 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:
- 4.1 Authorize P-Card(s) to be issued for your department. You authorize P-Cards by signing the Visa application and then submitting it to the Program Administrator.
- 4.2 Complete this Authorization identifying Card Custodian, backup Card Custodian (if applicable), designee for review of Card Custodian charges (if applicable), and all Card Users for each P-Card 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.
- 4.3 Review monthly reconciliation and monthly P-Card statement and sign the monthly statement to signify review and approval of all charges listed.
- 4.4 If Card Custodian of the P-Card is also a Card User and makes charges on the P-Card, 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.

4.5 You understand that when Card Custodian separates from their position, you must ensure Program Administrator is notified of that change within twenty-four (24) hours. In addition, you must ensure that an updated Authorization designating a new Card Custodian is filed with PCS, a new P-Card with a new account number is issued and required training is complete. You acknowledge, the P-Card account will be suspended until the above requirements are met.

4.6 You as Budget Authority cannot be a Card User.

5.0 **BUDGET AUTHORITY DESIGNEE RESPONSIBILITIES:** As designee, you must indicate your review and approval of Card Custodian P-Card charges by signing and dating each charge on the P-Card 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.

THE PARTIES, BY THEIR SIGNATURES BELOW, ACKNOWLEDGE HAVING READ THIS AUTHORIZATION, THE OUS PURCHASING – PROCUREMENT CARD FISCAL POLICY MANUAL 70.100, AND THE UO P-CARD POLICY, UNDERSTAND THEM, AND AGREE TO BE BOUND THEIR TERMS AND CONDITIONS. EACH SIGNATORY WILL RETAIN A COPY FOR REFERENCE.

CARD CUSTODIAN

(Signature)

(UO ID)

(Date)

(Print Name/ Title)

(Online Test Completion Date)

(P-Card Custodian Training Date)

CARD CUSTODIAN (Back-Up Custodian)

(Signature)

(UO ID)

(Date)

Print Name/ Title)

(Online Test Completion Date)

(P-Card Custodian Training Date)

CARD USERS

(Signature)

(UO ID)

(Date)

Print Name/ Title)

(Online Test Completion Date)

(Signature)

(UO ID)

(Date)

Print Name/ Title)

(Online Test Completion Date)

(Signature)

(UO ID)

(Date)

Print Name/ Title)

(Online Test Completion Date)

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Print Name/ Title)

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Print Name/ Title)	(Online Test Completion Date)
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(Signature)	(UO ID)	(Date)
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(Print Name/ Title)	(Online Test Completion Date)
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Print Name/ Title)	(Online Test Completion Date)
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(Signature)	(UO ID)	(Date)
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Print Name/ Title)	(Online Test Completion Date)
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BUDGET AUTHORITY:

Budget Authority (Dean, Director, Dept. Head):

(Signature)

(UO ID)

(Date)

Print Name/ Title)

(Online Test Completion Date)

SHARED BUDGET AUTHORITY (if applicable):

1. Budget Authority (Dean, Director, Dept. Head):

Authority Effective Dates:_____

(Signature)

(UO ID)

(Date)

(Print Name/ Title)

(Online Test Completion Date)

2. Budget Authority (Dean, Director, Dept. Head):

Authority Effective Dates:_____

(Signature)

(UO ID)

(Date)

(Print Name/ Title)

(Online Test Completion Date)

BUDGET AUTHORITY DESIGNEE (if applicable)

Responsible for review of Card Custodian P-Card charges:

(Signature)

(UO ID)

(Date)

(Print Name/ Title)

(Online Test Completion Date)

PROGRAM ADMINISTRATOR:

(Signature)

(UO ID)

(Date)

(Print Name)