Purchasing Card (P-Card) Application

INSTRUCTIONS: This form is to be used for new cardholder requests. Please note that approval is not guaranteed and subject to approval by the Chief Procurement Officer. Complete this form in its entirety and route via Adobe Sign to 1) requester 2) reconciler (if applicable) and 3) all approvers in the order listed in the approval section. Please forward completed approved form to the University's P-Card Administrator at pcards@uncfsu.edu.

Requester Information (Cardholder):

Full Name: _____

Banner ID: _____ Phone #: _____

Job title _____

Email: _____

Department: _____

Division: _____

Are you a Temp Employee? ☐ No ☐ Yes If Yes, End date of Contract _____

Purpose:

Please provide a detailed explanation as to why the employee needs a P-Card and the intended purchases that will be made with the P-Card:

- I verify that the P-Card shall be used solely for the intended purpose listed above and that all purchases on the P-Card shall be strictly for official University business. I further agree to comply with University Policy 205 - Procurement Card and applicable state law.
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- Failure to adhere to the terms and Conditions of the cardholder agreement below will result in revocation of the P-Card, potential disciplinary action up to termination, and possible filing of criminal charges.

- I, _____, agree that the University may direct repayment or withhold from my paycheck an amount equal to any unauthorized P-Card charges made by me.

Requestor's Signature: _____ Date: _____

Designated Reconciler Information (Reconciler):

Designated Reconciler can be the cardholder or a responsible employee in the department. Reconciler is responsible for reviewing and reconciling the Cardholder's transactions in the card management system.

Will the Requester (Cardholder) be responsible for reconciling his/her transactions? ☐ Yes ☐ No

If no, please complete the following, if yes, skip and go to Direct Supervisor (Approver) Section below.

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Designated Reconciler Information (Reconciler - Continued):

Full Name of Reconciler: _____

Banner ID: _____

Email: _____

Department and Division: _____

- I understand as a reconciler, it is my responsibility to ensure that proper documentation and support is provided when reconciling the transactions charged to requestor's P-Card. I further understand that the P-Card shall be used solely for the intended purpose listed above and that all purchases on the P-Card shall be strictly for official University business. I further agree to comply with University Policy 205 -Procurement Card and applicable state law.

Reconciler's Signature: _____ Date: _____

Direct Supervisor Information (Approver):

Full Name: _____

Banner ID: _____

Email: _____

Department and Division: _____

- I understand as an approver, it is my responsibility to review all supporting documentation provided for each purchase and approve that each purchase has been made pursuant to University Policy 205 -Procurement Card and applicable state law.

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Supervisor's Signature: _____ Date: _____

Approvals:

Dean, if applicable		Date	
Provost or Division VC		Date	
Chief Procurement Officer		Date	

INTERNAL USE ONLY:			
Training Link Sent		Date Completed	
BOA Account Created		BOA Account	
Cardholder Signature at Pickup:		Date:	

Procurement Card (P-Card)
Memorandum of Understanding and Agreement

For and in consideration of the issuance of a university procurement card (P-Card), under the agreement between Fayetteville State University and Bank of America, I agree to the terms of this agreement and understand that under certain circumstances modifications to this agreement may be necessary. This memorandum of understanding and agreement is between Fayetteville State University and _____, of Fayetteville State University in the _____ department. Whereas, Fayetteville State University has instituted a P-Card program that will permit small purchases and expenses for the university to be made directly by the employee of the issued P-Card. For employees desiring to utilize this program who are willing to accept the responsibilities associated with participation in the program, it is agreed that the following terms and provisions will be observed when using the P-Card.

1. A credit card will be issued jointly with the employee's name and the university's name clearly shown. **Only the employee whose name appears on the P-Card is authorized to use that card.** The employee shall be responsible for always keeping the card in a secured location to prevent unauthorized use.

2. The P-Card is another means of payment and does not change any rules and regulations required by the university. Purchases shall be strictly for official University business and comply with the University Procurement Card Policy 205 and applicable state law.

3. **It is the responsibility of the departmental budget manager, department head to ensure that funds are available prior to any purchases are made**

4. It is the responsibility of the employee to obtain and forward to the department reconciler all detailed receipts, packing slips, and other paperwork necessary for accurate reconciliation. It is the responsibility of the proxy reconciler to then upload all detailed receipts and necessary justifications to each appropriate transaction within BOA Works. **It is the responsibility of the cardholder to notify the P-Card Administrator or Chief Procurement Officer of any changes in employment status (i.e.: change in department) or personal information (i.e.: change of address).**

5. **The cardholder will immediately notify P-Card Administrator or Chief Procurement Officer if the card is lost or stolen or in the hands of an unauthorized person.**

6. P-Card remains the property of Fayetteville State University and must be surrendered **immediately** upon termination of employment or upon request of either the supervisor or the Chief Procurement Officer.

7. I agree that the University may direct repayment or withhold from my paycheck an amount equal to any unauthorized P-Card charges made by me.

It is understood that use of the P-Card is a privilege and that the Chief Procurement Officer, or designee, may revoke or suspend credit card privileges without prior notice if the terms and conditions of this agreement or any amendments to the agreement are violated. Failure to adhere to the terms and conditions of this agreement will result in revocation of the P-Card, potential disciplinary action up to termination, and possible filing of criminal charges.

I acknowledge that I have read, understand and agree to the terms and provisions of this Memorandum of Understanding and the University Procurement Card policy.

_____ _____

Cardholder Signature Date