P-Card Authorization Agreement

You may use this P-Card Authorization/Agreement and Application Form in two ways:

1. Enter your information online. Print the form, sign it and submit to the appropriate department head for approval.
   OR
2. Print the form, enter your information, sign it and submit to the appropriate department head for approval.

Issuance of Procurement Card

The department head determines which employees in the department may have P-Cards. He/she may designate as many Cardholders as desired. However, each Cardholder may have only one P-Card. Cardholders must be employees who are responsible for purchasing supplies and small equipment in his/her department(s). (Note: students, including graduate students, may not be Cardholders)

- The P-Card may be used only for University purchases. The Cardholder is personally responsible for all purchases made with his/her P-Card.

- A P-Card may be used only by the person to whom it is issued. It may not be loaned to others, including employees in the same department.

The department head determines the appropriate limits for each Cardholder based on a review of actual purchasing needs and responsibilities as follows:

- Dollar limit per transaction (maximum $4,999.00)
- Spend limit in a billing cycle (maximum $25,000.00)

Departments are encouraged to request reasonable limits to meet operational needs.

Requests for exceptions to P-Card policies, including exceptions to the maximum limits above, must be submitted, via a properly executed P-Card Exception Request form, to UPAY Card Services (formerly Corporate Card Office) for review. The request must include the nature of the exception and the reason the exception is being requested. UPAY Card Services will route the request through the appropriate channels for review.

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P-Card Authorization Agreement

Cardholder Information

Name: _____ University E-Mail Address: _____

Department Name: _____ Department Phone: _____

Department Address: _____

The P-Card is intended for the purpose of purchasing supplies and small equipment to be used for an official University-sponsored project, activity, or program. Purchases must also be consistent with policies pertaining to the C-FOAPAL charged and are not to include prohibited or restricted items as designated in the OBFS Business and Financial Policies and Procedures (BFPP) manual section 7.6. There must be funds available in the C-FOAPAL charged to pay for the purchases made with the P-Card.

The P-Card is to be used only by the named Cardholder. The Cardholder may not make personal purchases and then reimburse the University. The named Cardholder is solely responsible for the protection and proper use of the P-Card. A Cardholder who misuses or fraudulently uses the P-Card will be subject to investigation, disciplinary actions, and/or termination of employment by the University and may be subject to criminal prosecution. The University is authorized to deduct from the Cardholder's salary any personal charges made on the P-Card.

The Cardholder is required to complete the online P-Card tutorial and pass a certification quiz before a P-Card will be issued.

The Cardholder agrees, upon review of the downloaded transactions by the Reconciler or Approver, that he/she will report any discrepancies to the appropriate vendor or complete a Dispute form and submit to the Bank, as prescribed on the OBFS website, P-Card Dispute form.

If a P-Card is lost, the Cardholder is responsible for notifying the issuing Bank and UPAY Card Services. If a card is stolen, the Cardholder is responsible for notifying the University Police Department in addition to the Bank and UPAY Card Services.

All Cardholders are required to submit an annual Statement of Economic Interest to the University Ethics Officer.

Non-adherence to any of the above procedures and Business and Financial Policies and Procedures manual, sections 7.2, 7.6, 8, 16.1.1, and 16.4.1, may result in revocation of individual Cardholder privileges.

Signatures

By signing this agreement, I accept the responsibility for the protection of the P-Card as described in this agreement, and I agree to abide by the terms and conditions contained herein. I understand that any violations of this policy may result in disciplinary actions as authorized by the University in accordance with the applicable policies, procedures, and code of conduct and may result in legal action pursuant to appropriate criminal and/or civil laws.

Cardholder Signature: _____ Date: _____

Print Name: _____

Department Head Signature: _____ Date: _____

Print Name: _____

The original completed form must be forwarded to the Department Card Manager (DCM) for processing and retention. A copy of the completed form must be faxed to UPAY Card Services at 217-239-6735 for processing and retention.

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P-Card Application Information

Cardholder Personal Information (to be filled out by applicant)

Cardholder Name: _____ UIN: _____

Name as it should appear on card (21 character limit) _____

Mother's Maiden Name: _____ Date of Birth: _____

P-Card Information (to be filled out by Department Card Manager)

Will this Cardholder need access to the P-Card Web Solution Software? ◯ Yes ◯ No

Card Default	**Cardholder's Limit**
Single Transactions	$ _____
Monthly Transactions	$ _____

P-card roles related to this card

Reconciler Name: _____ UIN: _____

Approving Official Name: _____ UIN: _____

Department Manager Name: _____ UIN: _____

Default C-FOAPAL

Chart	Fund	Org	Account	Program	Activity (optional)	Location (optional)

Ship to - U.S. Mailing Address for Cardholder (Cardholder's Billing Address)

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Signatures

Cardholder Signature: _____ Date: _____

Print Name: _____

Department Head Signature: _____ Date: _____

Print Name: _____

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