

CARDHOLDER INFORMATION

Full Legal Name _____

Email _____ Employee ID _____ Phone _____

Department _____ Department Budget _____

Department Address _____

PCard Justification:

WHAT TO EXPECT

Pcards are issued to individuals who do most of the purchasing within a department. Multiple pcards will not be issued to a single department unless there is a legitimate business case for doing so. The limits on the pcard are standard and as follows:

Single Transaction Limit	\$3,500
Monthly Limit	\$15,000
Daily Limit	12 Transactions per Day

Once the application is received and employment status confirmed, the card will be sent by Bank of America to Purchasing within 7-10 business days. Once received, the cardholder will be contacted for a 30-60 minute training session at which point the card will be given to the cardholder.

BY SIGNING THIS CARHOLDER AGREEMENT, YOU AGREE THAT YOU HAVE BEEN INFORMED OF AND UNDERSTAND THE CORRECT PROCEDURES FOR USING A UNIVERSITY PURCHASING CARD AND THAT YOU WILL COMPLY WITH RULES AND REGULATIONS AS THEY RELATE TO THE USE OF THE CARD.

The purchasing card is designed to facilitate and expedite the purchase of goods and services for BGSU needs. No personal purchases are to be made with the card.

The cardholder is authorized to make card transactions. Only the cardholder may authorize other department employees to make transactions with the card.

Fraudulent use or abuse of the pcard will result in immediate suspension of privileges and may result in corrective action up to and including termination and/or criminal action.

The reconciler is responsible for maintaining receipts and records pertaining to card transactions and for accurate, timely reconciliation of all transactions. Repeated failures to timely reconcile your pcard will result in a loss of pcard privileges.

The cardholder is responsible for the prompt resolution of card discrepancies according to established procedures.

The Budget Administrator is responsible for informing the Purchasing Department of any changes in the cardholder's department assignment or employment status.

The cardholder is responsible for returning the pcard to Purchasing when moving to a different department or leaving the University. A new pcard application will need to be submitted for department changes

If the card is lost, misplaced or stolen, the cardholder is responsible for informing the Purchasing Department (419) 372-8395 or call Bank of America at (888) 449-2273.

I have read and understand the statements above and agree to use the purchasing card in accordance with all rules and regulations governing card usage.

Signature of Cardholder: _____

Date: _____

Signature of Budget Admin: _____

Date: _____

Signature of Senior Admin: _____

(required if cardholder is a budget admin)

Date: _____

Authorized Purchasing Signature (Office Use Only): _____

Date: _____