

**CARDHOLDER INFORMATION**

Full Legal Name \_\_\_\_\_

Email \_\_\_\_\_ Employee ID \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

PCard Need 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

Please allow up to five (5) days for this PCard Application to be processed by the Purchasing Department. The PCard Admin will directly reach out to the application submitter and/or Budget Admin if there are any concerns with the application.

Once the application is received and employment status confirmed, the card will be sent by Bank of America directly to the Purchasing Department within 3-5 business days. Once received, the cardholder will be contacted for a 60-minute training session, at which point the card will be given to the cardholder.

**BY SIGNING THIS APPLICATION, 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 responsible for all transactions made on the card. Only the cardholder may authorize other department employees to make transactions with the card.

Fraudulent use or frequent 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 may 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 at (419) 372-8411 AND Bank of America Global Card Services 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: \_\_\_\_\_