

**The University Corporation -
California State University, Northridge
US Bank Procurement Card (PCard) Program Agreement**

Cardholder Name

TUC Dept/Fund or Project No.

The Cardholder agrees to the following:

- Use the PCard for authorized purchases for official University business only.
- Review and understand the guidelines and materials for the PCard
- **Ensure purchases made via the PCard are in accordance with the TUC PCard Manual** and other applicable policies and procedures such as Purchasing, Hospitality, and Travel.
 - [TUC PCard Program Manual](#), [Policies and Procedures](#)
- **Complete self-guided training using the materials available including:**
 - *Using your PCard PowerPoint* [Policies and Procedures](#)
 - *PCard Procedure PowerPoint* [Policies and Procedures](#)
 - *Guidelines* [P-Card Guidelines](#)
- Review vendor debarment and suspension prior to procurement at <https://sam.gov/SAM/>. *Purchasing goods or services from debarred or suspended vendors is prohibited.*
- Be responsible for security and appropriate use of the card, timely and accurate on-line approval and reconciliation of transactions, ensuring **original receipts are obtained for all transactions**, making advance preparation for monthly statements when planning to be out of the office, immediate reporting of fraud, lost or stolen card to US Bank Customer Service, and follow up and resolution of all disputed charges.
- **Within four calendar days**, complete their monthly on-line reconciliation and approval of transactions process for each Billing Cycle. Billing Cycles are scheduled to end on **the 18th** of each month, or the next business day if **the 18th** falls on a weekend or holiday.
- Forward to their Approvers a printed statement and attach itemized receipts/invoices, and backup documentation within that **four day** period. The **Approver** is required to forward the printed statement and original receipts/invoices to TUC Accounts Payable within **two calendar days**.
- Should the Cardholder transfer to another University department or want to terminate the PCard, the Cardholder must obtain all receipts for transactions for the current billing cycle (if any), provide them to their Approver and return the PCard, in person, to the TUC Accounting office.
- The Cardholder must not allow any other individual, including co-workers, to use the PCard or sign PCard drafts under any circumstances.

The Cardholder understands this program is a privilege and failure to follow the procedures contained in the PCard Manual can result in warning memos, a temporary revocation of use for three (3) months and revocation of this privilege.

The Cardholder understands the following transactions are prohibited by State or CSU regulations:

- 1) Cash Advances
- 2) Purchase of alcohol, narcotics, and other controlled substances
- 3) Consulting or contract services
- 4) Splitting of purchases to circumvent regulations.
- 5) Purchase of equipment exceeding \$5,000 in value
- 6) Purchase of any goods/services/gifts or items of a personal nature for personal use.

The cardholder understands the following transactions are restricted by State or CSU regulations:

Hazardous Materials Purchases. Gene Synthesis Products and Equipment

Refer to the PCard Program Manual for more information. The PCard Program Manual includes information on restricted and prohibited purchases as well as the guidelines that must be followed in using the TUC PCard.

THE UNIVERSITY CORPORATION

P-CARD ACCOUNT REQUEST FORM

EMPLOYEE/PRINCIPAL INVESTIGATOR INFORMATION:

First Name (Legal Name) Last Name Email

Department Name Extension Location/Mail Code

Final Approver's Name (SP Liaison if for a project/grant) Final Approver's Email

Employment Status: Permanent Temporary

When the PCard is received by TUC:

Mail PCard to this address _____

Contact me, I will pick up the PCard

CHARTFIELD DEFAULTS:

Account Fund Department No Project No

The monthly credit limit is \$2,500. It could be increased upon request and approval.

Submission of the Account Request Form indicates the Cardholder and Approver have read the PCard Program Agreement and agree to follow the TUC PCard Guidelines.

APPROVAL:

As a Director/Principal Investigator, I am requesting a TUC P-Card account to be established for the person identified above. I have verified that this employee is **NOT** a student/graduate assistant.

I have financial approval authority over the department/project that the card is attached to and I authorize this transaction.

Cardholder Name (Print) Cardholder Signature Date

PI/Fund Director Name (Print) PI/Fund Director Signature Date

TUC Name (Print) TUC Signature Date