

University Of Virginia Purchasing Card (Pcard) Agreement

As a Cardholder and/or Authorized Approver of a Cardholder, I agree to comply with the following terms and conditions regarding the use of the Pcard.

Cardholder

1. I understand that I am the only person who is allowed to use my Pcard. I will not authorize the use of my Pcard to other individuals, including supervisory or support personnel.
2. I will not exceed the per transaction and monthly limits assigned to my Pcard or use the Pcard to circumvent established purchasing procedures. I will strive to obtain the best value for the University and will not make excessive or unnecessary purchases with my Pcard, because the University is liable for all of my expenditures. I will use the Pcard for approved purchases only and I will not make personal purchases on the Pcard under any circumstances. I understand that the University audits the use of the Pcard and will take appropriate action when improper uses are found.
3. I will not use the Pcard to purchase restricted items. The list of restricted items can be found at <http://www.procurement.virginia.edu/pagepcardrestricted>.
4. I am responsible for maintaining documentation of all purchases. I will reconcile my charge receipts against the monthly statement I receive from the Credit Card Company. I will sign and date my statement, and forward it with the receipts to my Authorized Approver for approval.
5. When returning merchandise I will specifically request that the charge be credited to the Pcard. I will not accept "store credit" and I will notify the Purchasing Card Administrator if a merchant refuses to credit the Pcard for returned items.
6. For mass transit ticket purchases, I will stay aware of and adhere to all travel documentation requirements. I will also provide reason or purpose for the trip. I will adhere to University policy governing travel.
7. I will record the names of all individuals partaking in food purchased with the Pcard, and provide reason or purpose for all food purchases. I will adhere to the University policy governing food purchases.
8. I agree to follow the policies and procedures established by the University for the use of my Pcard and abide by the *Code of Virginia's* State and Local Government Conflict of Interests Act and the University's policy on Conflict of Interests.
9. I will make all purchases in adherence to the policies and procedures governing procurement at the University of Virginia, which are posted on the Financial Policies and Procedures website and on the Procurement Services website. Failure to do so may result in the revocation of my Pcard use privileges and/or disciplinary actions, including termination of my employment.
10. I will only make purchases on the Internet using a Secure Socket Layer Version 2.0 or greater. I will not fax my full Pcard number or include more than the last 4 digits of my card number in an email.
11. I agree to return my Pcard immediately upon request or upon termination of employment (including retirement). Should I change positions, I will return my Pcard and arrange for a new Pcard, if appropriate.
12. If my Pcard is lost or stolen, I will notify the Credit Card Company and the University's Purchasing Card Administrator immediately.
13. I agree to successfully complete annual Pcard training and stay aware of changes to the program by periodically reviewing the Procurement Services website.

Authorized Approver

1. I understand the cardholder is the only person who is allowed to use the Pcard. I will not authorize the cardholder to allow other individuals to use their card.
2. I will ensure the cardholder does not exceed the per transaction and monthly limits assigned to their Pcard or use the Pcard to circumvent established purchasing procedures.
3. I will ensure the cardholder does not purchase restricted items. The list of restricted items can be found at <http://www.procurement.virginia.edu/pagepcardrestricted>.
4. I will ensure proper documentation is maintained for all purchases.
5. I will ensure purchases are valid business expenses and that merchandise purchased with the card has not been returned for store credit.
6. I will review and sign the cardholder(s) monthly Pcard statement after it has been reconciled with the receipts.
7. I will ensure sales tax has not been paid, or if it has been, that it has also been refunded to the Pcard.
8. I will submit the PCard Change Request form to notify the Purchasing Card Administrator when one of my cardholders transfers to another department or leaves the University. I will ensure that the Pcard is destroyed.
9. I will conduct an annual written review of cardholder(s) spending limits before fiscal year-end. The analysis must be documented for audit review and kept in department files per the University's Record Retention policy.
10. I will submit any recommended changes to the Purchasing Card Administrator by submitting the PCard Change Request form.
11. I agree to successfully complete annual Pcard training and stay aware of changes to the program by periodically reviewing the Procurement Services website.