

Terms and Conditions for Both KU and KUCR Procurement Cards (p-cards).

- Unless specifically mentioned otherwise, the terms and conditions herein apply to both KU and KUCR p-cards.
- The cardholder agrees to accept responsibility for the protection and proper use of the p-card in accordance with all terms and conditions below.

For All Card Types

- Cardholders agree to follow all policies and procedures related to the use and reconciliation of the p-card.
- The cardholder agrees to provide supporting receipts for all transactions within 5 days or upon return from travel. The cardholder will contact the account administrator promptly for assistance in resolving discrepancies between financial system records and p-card statements. Failure to either report or document any purchase may be deemed an improper use of the account.
- Except for departmental p-cards and KU automotive p-cards, only the individual whose name appears on the card may use the card. Use by another individual constitutes improper use and may result in card suspension.
- P-cards may only be used for transactions with a legitimate business purpose. Personal purchases are not permitted under any circumstance, and constitute improper use. Cardholders are personally liable for personal purchases. Improper use of the card may result in p-card privileges being suspended or revoked. Improper use may also result in disciplinary action up to and including termination as well as criminal prosecution. In the event of improper use, amounts attributable to improper use may be withheld from any paycheck or other State of Kansas check which may be payable to the cardholder.
- Upon termination of employment or transfer to another department, the cardholder must notify the respective KU or KUCR p-card administrator.
- The cardholder understands that use of the card is subject to individual account limitations on expenditures for use in official business only. All purchases must comply with all respective State of Kansas, University of Kansas, or KU Center for Research, Inc. accounting and purchasing statutes, regulations, policies, and procedures. Certain items may not be purchased with the card. Please refer to KU or KUCR p-card procedure manuals for specific details.
- If the card is lost, stolen, or compromised, the cardholder agrees to immediately notify the respective KU or KUCR p-card administrator, and participate in reporting and submitting additional information as requested.
- If the cardholder does not pick up the card within 90 days of first being notified it is available, the account will be closed and the card destroyed.

- KUCR p-cards may only be used for goods and services to be paid for with funds held by KUCR.
- KUCR p-cards are KUCR property. All charges are billed directly to, and paid by, KUCR. KUCR Fiscal Affairs staff will review all charges to determine allowable costs. Charges not allowed on the project designated by the cardholder will be charged to the default KUCR account number provided by the Department or Research Unit. This non-grant default KUCR account number must be provided before a card will be issued.
- The card holder acknowledges by his or her signature to this agreement, that he or she is required to receive training in the proper use of the card, before the card will be issued, and he or she has read and understands this agreement.

KU and KUCR Departmental Cards

- The person listed as the requestor is responsible for its use.
- The person listed as the requestor will obtain receipts and other supporting documentation for each transaction. If requestor for the departmental card leaves employment of the University or transfers to a new department, the KU or KUCR p-card administrator must be notified.
- Departmental cards are to be kept secure when not in use. They are to be checked-out when a purchase is made, and then returned once the transaction is complete.
- Departmental cards cannot be used for recurring charges.
- Departmental cards are for use with appropriate funding on the KU or KUCR business units only. Departmental cards are not for use with Student Organization Accounts (SOFAS).

Student Employee Cards

- Student employees are only eligible for a Standard p-card (not for travel).
- The supervisor shall remain in possession of the student p-card when not in use.
- The student employee will obtain the p-card from the supervisor before making a purchase that has been approved by the supervisor.
- Upon completing the transaction, the student employee will return the p-card to the supervisor.
- The supervisor will notify the KU p-card administrator if the student employee is no longer employed by the department or no longer has purchasing duties.
- If the supervisor and student fail to follow this arrangement, p-card privileges may be revoked and disciplinary action may result.

KU Single-Trip Declining Balance Card

- Only the individual who requested the card shall use the card. Allowing another individual to use the card for any reason constitutes improper use.
- Cardholder understands that this p-card is authorized for the purchase of business related transactions pertaining to the trip (**except** personal meals) Examples include (but are not limited to) airfare, baggage fees, taxis, shuttles, parking, tolls, rental vehicles (not insurance), fuel for rental vehicle, hotels, registration, and other business related expenses.
- Cardholder understands this card is only active for a limited time and will no longer be valid once the trip has completed.

KU Automotive Card

- The person listed as the requestor is responsible for its use.
- The person listed as the requestor will obtain receipts and other supporting documentation for each transaction. If requestor for the fuel card leaves employment of the University or transfers to a new department, the KU p-card administrator must be notified.
- Fuel cards are to be kept secure when not in use.

Requester Signature

Date

By signing, I acknowledge to have read the terms and conditions for the card I am requesting, and will abide by them. I will follow all policies and procedures pertaining to the card I am requesting.



KU or KUCR Procurement Card Request



Employee Name

KU Employee ID

Department Name

Phone Number

Email

Office Street Address

City

State

ZIP

Account Type Requested

Monthly Cycle Limit

Other Monthly Cycle Limit (subject to approval)

Travel Request (if declining balance p-card)

KUCR Default Cost Center*

KUCR Fund Number*

*For KUCR cards, a valid KUCR cost center (non-grant) and fund number is required before a KUCR card can be issued.

Vehicle Tag (UKANS automotive card only)

Vehicle Make (UKANS automotive card only)

Vehicle Model (UKANS automotive card only)

Vehicle Model Year (UKANS automotive card only)

Requester Signature

Date

By signing, the requester agrees to abide by all p-card policies, procedures, and understands the terms and conditions for the account.

Supervisor Approval

Supervisor Signature

Date

By signing, the supervisor agrees the requester has a need for a p-card, and if necessary, will provide assistance to ensure p-card policies and procedures are followed.

KUCR/UKANS Approval

P-card Administrator

Date

Directions:

Submit the completed and signed form to KURES_Card@ku.edu for KURES cards or Payables@ku.edu for UKANS cards. If you are requesting a new card, you will be notified by email when your card is ready.