

UNIVERSITY OF KANSAS

PROCUREMENT CARD (P-CARD) ACTION REQUEST

Requestor Information

_____ Name	_____ Department Name	_____ Phone
_____ Office Street Address	_____ City	_____ ZIP
_____ Email	_____ Monthly Cycle Limit Requested <small>(\$3,000 maximum unless special approval received from the Director of Procurement; \$250 for student employee p-card; \$500 for automotive p-card; Single-trip card amount is set by travel authorization estimate)</small>	_____ KU Employee ID <small>(for new accounts)</small>

_____ Requestor Signature*	_____ Date
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By signing, the requestor indicates agreement to all terms and conditions on for the card type on the subsequent pages.

Supervisor Information

_____ Name	_____ Phone	_____ Email
_____ Supervisor Signature*	_____ Date	

By signing, the supervisor indicates the department is in agreement with this request. If the P-card is for a student employee, the supervisor must initial #7 of the terms and conditions indicating the supervisor will follow these procedures.

Select Action Requested	
<u>New Accounts</u>	<u>Changes to Existing Accounts</u>
Standard Pcard	Permanently Increase Cycle Limit to Amount Indicated In Requestor Section Above
Enhanced Pcard	Change Account to Enhanced Standard Pcard
Student Employee Pcard	Close Pcard Account
Automotive Pcard	
Departmental Pcard	
Single-Trip Declining Balance Pcard*	

_____ Vehicle Tag <small>(automotive card only)</small>	_____ Vehicle Make <small>(automotive card only)</small>	_____ Vehicle Model <small>(automotive card only)</small>	_____ Vehicle Model Year <small>(automotive card only)</small>
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*Travel Authorization if single-trip declining balance p-card is requested

_____ Rick Beattie, P-card Coordinator	_____ Date
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Send All Pages of completed form to: Payables, Carruth O'Leary Hall,
Room 20 or encrypted email to payables@ku.edu

Terms and Conditions for Procurement Cards in Cardholder Name

Cardholder agrees to accept responsibility for the protection and proper use of the Procurement Card (P-card) in accordance with the terms and conditions below:

1. Only the person whose name appears on the card shall use the card. Allowing another individual to use the card for any reason constitutes improper use.
2. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the P-card Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the P-card.
3. If the card is lost or stolen, Cardholder shall notify the Card Coordinator immediately.
4. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.
5. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he shall be personally liable for any improper use of the P-card and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 3, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the P-card may be cause for disciplinary action by the University including termination and that improper use of the P-card may subject Cardholder to criminal prosecution. Cardholder understands that the University may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Kansas warrant which may be payable to Cardholder.
6. Cardholder understands that this P-card is authorized for the purchase of:
 - a. Standard P-card Card – Purchases of commodities, capital outlay items and contractual service items coded in 52xxxx, 53xxxx and 17xxxx series of account codes made in accordance with approved KU purchasing policies and procedures. Student employees are only eligible for a Standard P-card.
 - b. Enhanced Standard P-card Card – May be utilized to purchase airfare, first night lodging, registrations and rental car services in addition to the types of transactions allowable using a Standard P-card. Student employees are not eligible for this card.
 - c. Enhanced Standard P-card With Expanded Lodging Option - May be utilized for all transactions allowable using an Enhanced Standard P-card account in addition to paying all charges for room and tax. No food, telephone or incidentals are allowed. Student employees are not eligible for this card.
 - d. Automotive P-card—Purchases are for the State of Kansas owned vehicle whose tag number appears on the application only. Personal purchases are not allowed. The department agrees to establish internal controls to prevent improper use and theft of the Automotive P-card, and submit these controls with the application. One of the controls the department shall establish is the recording of purchases on the department's vehicle use log. A copy of this log must be submitted along with the application for approval. Each month, the individual responsible for the card will verify that all transactions are correct and allowable by signing the log. This log is to be kept in the department for audit.
7. **Student employees are only eligible for a Standard P-card. If a P-card is for a student employee, the supervisor shall remain in possession of the 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 Payables 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.**
8. Cardholder understands that should his/her employment with KU terminate for any reason, the P-card must be returned to the P-card Coordinator. Cardholder understands that the University may withhold his/her final paycheck until the P-card is returned. Cardholder also understands that the University may withdraw authorization to use the P-card and require the return of the P-card at any time for any reason.
9. Cardholder understands that use of the P-card is subject to individual card limitations on expenditures for use in official University business. All purchases must comply with state and KU accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the Card. Certain items may not be purchased with the P-card. Please refer to the University of Kansas P-card Procedures Document for specific details.
10. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the card; has received, read and understands the Agency's Business Procurement Card Manual and has read and understands this agreement.
11. If the cardholder does not pickup the card within 90 days of its arrival in the Comptroller's Office, the account will be closed and card destroyed.

Supervisor
Initials

Terms and Conditions for Procurement Cards Only in Department Name

The person listed as "requestor" on the application shall be the departmental procurements card (pcard) custodian. The custodian agrees to abide by all rules pertaining to the protection and proper use of the pcard in accordance with the terms and conditions below:

1. This card must be kept secure when not in use.
2. Documented procedures must be established for checking out the card and checking back in. The department shall maintain a log for departmental pcard usage. It must be kept available for audit and review by Procurement card administration. Failure to maintain and keep a usage log will result in the closure of the departmental account.
3. This card is for official use only for purchases by the UKANS business unit. It is not for use by student organization funds (SOFAS).
4. If the card is lost or stolen, the department shall notify the Card Coordinator immediately.
5. **NO ONE IS PERMITTED MAKE PERSONAL PURCHASES ON THE CARD. Departments are required to ensure each person using this card and attempts to make a personal purchase shall be personally liable for any improper use of the P-card and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 4, including fees and interest assessed against the improper purchase. Improper use of the P-card may be cause for disciplinary action by the Agency including termination and that improper use of the P-card may subject purchaser to criminal prosecution. The University may withhold amounts attributable to improper use by the purchaser from any paycheck or other state of Kansas warrant which may be payable to purchaser.**
6. The responsible person agrees to obtain and the supporting receipts for each transaction as designated by the P-card Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the P-card.
7. If the card is lost or stolen, department shall notify the Card Coordinator immediately.
8. The department this card is issued to shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.
9. Purchases on this card must follow all Procurement policies and guidelines regarding the procurement of goods, services, and travel related expenses.
10. No recurring expenses are permitted to be on this card.
11. The person requesting this card acknowledges by his/her signature to this agreement, that he/she will received training in the proper use of the card; has received, read and understands the Procurement Card Manual and has read and understands this agreement.
12. If the person requeing the card does not pickup the card within 90 days of its arrival in the Comptroller's Office, the account will be closed and card destroyed.
13. If the person requesting this card leaves employment of the Univeristy or transfers to a new department, the account will be closed.
14. No deparment shall be permitted to have more than one departmental card without the approval of the P-card administrator.

Terms and Conditions for Single-Trip Declining Balance Card

Cardholder agrees to accept responsibility for the protection and proper use of the Procurement Card (P-card) in accordance with the terms and conditions below:

1. Only the traveler who requested the card shall use the card. Allowing another individual to use the card for any reason constitutes improper use.
2. Traveler agrees to provide the supporting receipts from the vendor for each transaction as designated by the P-card Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the P-card.
3. If the card is lost or stolen, Cardholder shall notify the Card Coordinator immediately.
4. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.
5. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD. Cardholder understands that he shall be personally liable for any improper use of the P-card and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 3, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the P-card may be cause for disciplinary action by the University including termination and that improper use of the P-card may subject Cardholder to criminal prosecution. Cardholder understands that the University may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Kansas warrant which may be payable to Cardholder.**
6. Cardholder understands that this P-card is authorized for the purchase of business related transactions pertaining to the trip (except personal meals) are appropriate transactions for the single-trip declining balance card. Examples include (but 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.
8. Cardholder understands this card is only active for a limited time and will no longer be valid once the trip has completed.
9. Cardholder understands that use of the P-card is subject to individual card limitations on expenditures for use in official University business. All purchases must comply with state and KU accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the Card. Certain items may not be purchased with the P-card. Please refer to the University of Kansas P-card Procedures Document for specific details.
10. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the card; has received, read and understands the Agency's Business Procurement Card Manual and has read and understands this agreement.
11. If the cardholder does not pickup the card, the account will be closed and card destroyed.