

# UC MERCED PROCUREMENT CARD APPLICATION

Return completed application to: [pcard@ucmerced.edu](mailto:pcard@ucmerced.edu)

## Applicant Information

**Eligibility Requirements:** Procurement Cards are issued to full-time UC Merced employees only. Procurement Cards are not intended for students, contractors, or temporary employees.

Full Legal Name:

Date of Birth:

Employee ID:

Phone Number:

UCM Email Address:

Dept. Name:

Department Code:

## Business Purpose

Please describe the purpose(s) for which you will use the Pcard:

## Credit Limits

All limits must be approved by the Department chief Administrative Officer (CAO).

Single Transaction Limit:

(Recommended at minimum \$2,500; Maximum \$9,999)

Daily Transaction Limit:

(Recommended 10 per day; Maximum 50)

Daily Transaction Limit:

(Recommended at minimum \$10,000; Maximum \$30,000)

Monthly Transaction Limit:

(Recommended 50 or less; Maximum 500)

Monthly Credit Limit:

(Recommended \$10,000; Maximum \$100,000)

Each Procurement Card transaction requires the creation of a Concur expense entry with a clear business purpose and appropriate Chart of Accounts (CoA). Cardholders are required to submit expense reports in Concur on a bi-weekly basis in accordance with the UC Merced Concur expense report submission calendar.

All Procurement Card transactions must be fully reconciled within ten (10) business days of the transaction date. Failure to reconcile transactions timely may result in charges being posted to a default Chart of Accounts (CoA) and suspension or revocation of Procurement Card privileges until all outstanding transactions are resolved.

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# UC Merced Procurement Cardholder Agreement

## Program Overview

The Procurement Card (P-Card) is a University-issued payment tool that enables prompt payment to suppliers for low-dollar purchases of allowable goods and limited services costing up to \$9,999 per transaction, inclusive of tax, shipping, and handling, in accordance with UC Merced Procurement Card policy and delegated purchasing authority.

## Delegation of Authority

Procurement Cards are issued at the discretion of the UC Merced Campus Procurement Card Administrator to current employees granted delegated departmental purchasing authority. This authority is established by The Regents of the University of California and outlined in Business and Finance Bulletin BUS-43 and further defined by UC Merced Procurement Card policy.

## Allowable Use – Services & Restrictions

**All services and software purchases must receive prior approval from the UC Merced Campus Procurement Card Administrator before a Procurement Card may be used for payment.** Approved transactions must comply with all applicable University requirements, including contract, risk management, and insurance requirements.

Certain services, agreements, and software purchases may require additional review and approval by Procurement and Contracting Services or may require the issuance of a Purchase Order or executed agreement prior to payment. Transactions that have not received prior approval are **not eligible for Procurement Card payment**.

## Training Requirements

Cardholders must complete Procurement Card Cardholder Orientation prior to card issuance and complete required refresher training, as assigned via UC Learning or other University-designated platforms. Failure to complete required training may result in suspension or revocation of card privileges.

## Monitoring and Oversight

Procurement Card activity is monitored through Concur. Transaction activity, merchant category code (MCC) controls, and card limits are subject to ongoing review and adjustment by the UC Merced Campus Procurement Card Administrator to ensure compliance with University policy and delegated authority.

## Compliance, Violations, and Consequences

The Campus Procurement Card Administrator has authority to investigate potential violations and recommend corrective or disciplinary action. Violations may result in written warnings, mandatory retraining, suspension or revocation of Procurement Card privileges, cancellation of purchasing authority, and disciplinary action up to and including termination and/or criminal prosecution, as permitted by University policy and law.

## Prohibited Activities

Violations include, but are not limited to: - Personal purchases - Purchase of restricted goods or services without approval - Splitting or fragmenting transactions to circumvent limits or approval thresholds - Failure to reconcile transactions in Concur within ten (10) business days - Allowing use of the card by anyone other than the assigned Cardholder

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## Approvals & Acknowledgements

### Cardholder Certification

I understand that I am responsible for ensuring all purchases are for valid University business purposes, comply with UC Merced policy, and are reconciled timely in Concur. I have read and agree to the terms of the UC Merced Procurement Cardholder Agreement.

Cardholder Signature:

Date:

### Department Certification

We certify that the Cardholder is not the sole reviewer on any CoA used with this card and acknowledge responsibility for ensuring compliance with Procurement Card policy.

Dean/AVC Natural CoA:

Chief Administrative Officer:

Signature:

I understand that by approving this application That the listed CoA will be charged in the event The above Cardholder does not reconcile their Expenses within ten (10) business days Following the transaction date and the Cardholder's card privileges will be revoked Until resolved.

Phone:

Email:

Dean/AVC: Signature:

Date:

Procurement Use Only

Procurement approval:

Bank Profile Date: