

# UC MERCED PROCUREMENT CARD APPLICATION

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

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## Applicant Information

Cardholders must be full-time employees. Not for students, contractors, or temporary employees.

Full Legal Name:

Dept. Name:

Employee ID:

Location:

Date of Birth:

Address:

Phone Number:

Dept. Code:

UC Merced Email Address:

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

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## Credit Limits

Must be completed by Department Management. Credit limits are established and approved by the departmental approving official (DA) listed below.

Single Purchase Limit:

(Recommended \$1000 or less; Maximum \$4999)

Daily Transaction Limit:

(Recommended 10 per day; Maximum 50)

Daily Purchase Limit:

(Recommended \$2000 or less; Maximum \$15000)

Monthly Transaction Limit:

(Recommended 50 or less; Maximum 500)

Monthly Credit Limit:

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

Each Procurement Card purchase requires the creation of a CONCUR entry with a description of the purchased good or service in sufficient detail to justify the business purpose, along with the relevant Chart of Account (COA). If the transaction is not processed in CONCUR with-in 10 business days following the transaction date, the transaction will be charged to a default Chart of Account (COA) to ensure expense allocation. Please provide a default Chart of Account (COA)

## UC Merced Procurement Cardholder Agreement

The Procurement Card is a card product benefiting UCM and the Cardholder through prompt payment to suppliers for low dollar purchase of supplies and materials costing up to but not more than \$4,999 (including shipping, handling, and tax).

### **Policy**

Procurement Cards are issued at the discretion of the Procurement Card Program Team to current employees who are granted a formal delegation of departmental purchasing authority. This delegation of authority is established by the Regents of the University and is outlined in Business and Finance Bulletin 43 ([Bus 43](#)) and further defined by UCM's Procurement Card program policy.

### **Training**

Cardholders are responsible for completing the Procurement Card Cardholder Orientation training via UC Learning. Business and Finance Bulletin 43 ([BUS 43](#)) requires Cardholders to complete annual cardholder refresher training. Failure to complete annual refresher training may result in the suspension of Procurement Card privileges.

### **Compliance with Policy, Violations, and Consequences:**

The Procurement Card Program Team has the authority to investigate and determine whether a violation of procurement policy has occurred and recommend disciplinary actions that may be taken because of such determinations. Violations may result in either one or more of the following disciplinary actions: written warning, mandatory attendance to additional training classes, revocation of Procurement Card privileges, cancellation of delegation of purchasing authority, and termination and/or criminal prosecution. UCM will consider the facts and circumstances of each incident and will take action as deemed appropriate and as permitted by applicable law and/or University policy.

### **Procurement Card Policy violations include but are not limited to:**

- Purchase of items for personal use
- Purchases of restricted items or services
- Splitting the purchase into more than one transaction to avoid the maximum single transaction limit
- Failure to process transactions in CONCUR within 10 business days of the transaction date
- Allowing transactions to be completed with the Procurement Card by anyone other than the Cardholder

### **Receipts**

It is the Cardholder's responsibility to obtain an itemized transaction receipt from the merchant each time the Procurement Card is used. The itemized receipt must be uploaded to the Concur expense management tool within ten calendar days of the transaction date. Failure to upload itemized receipts to the Concur expense management tool may result in suspension or revocation of Procurement Card privileges.

### **Lost or Stolen Purchasing Cards**

If the Procurement Card is lost or stolen, contact U.S. Bank immediately at (800) 344-5696.

### **Fraud Activity or Suspected Fraud**

Contact U.S. Bank at (800) 344-5696 immediately to report unidentifiable or fraudulent charges to an account.

*When signed and accepted, this agreement represents an endorsement requesting the re-delegation of purchase authority from the campus Materiel Manager to a current UCM employee to execute Procurement Card purchases. The applicant and supervisors have read the above agreement and agree to be bound by the terms and conditions outlined in Business and Finance Bulletin 43 and further defined by UCM's Procurement Card program.*

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## Approvals

As a Procurement Card cardholder, I understand that I am responsible for assuring that all purchases I make are for valid business purposes. And follow the restrictions and directions in the Procurement Card Guide, UC Merced financial policies, and all restrictions particular to the funding source. I am responsible for ensuring the timely creation of a CONCUR entry for each purchase. I understand that I must attend Procurement Card training before submitting this application. Failure to follow procedures will result in the termination of card privileges. I have read the UC Merced Procurement Cardholder Agreement and agree to be bound by its terms and conditions.

Cardholder Signature:

Date:

We certify that the Cardholder is not the sole reviewer on any of the COA's that will be used with this card. We understand that we are responsible for ensuring that the Cardholder adheres to the conditions regarding the use of the card, including, but not limited to, timely creation of Concur entry and providing adequate documentation regarding the nature of the transaction.

Supervisor:

CAO/ Dept Admin:

Title:

Title:

Signature:

Signature:

Date:

Date:

Phone:

Phone:

Email:

Email:

Procurement Use Only

Procurement Approval

Approval/Rejection/Date

Validate Payroll

Bank Profile Date