

University of Northern Iowa Procurement Card Application & Agreement

Name of Procurement Cardholder (First, MI, Last)	UID #
Department Name	Campus Phone Number
Campus Address including Building Name	Cedar Falls, IA 50614-_____
Requested Credit Limit:	

The cardholder agrees, upon receipt of the monthly statement from the credit card company, to validate the accuracy of all charges, distribute charges to the appropriate fund/account number, and obtain approval and forward statement to Accounts Payable - Business Operations, mail code 0008. Supporting original detailed receipts should accompany the statement and signed Procurement Card Journal Entry form. Acceptable receipts include invoice, detailed cash or sales receipts, packing slips with dollar amount, subscription or dues forms, conference registration forms, or internet confirmation. All receipts must include supplier name, amount, date and itemized description of items purchased. All card charges and associated fees are the responsibility of the cardholder's department.

As holder of this Procurement Card, I agree to accept the responsibility for the protection and proper use of the credit card. I agree to be held accountable to the University of Northern Iowa for all charges made to the credit card and will ensure that the Procurement Card cannot be used by someone other than me, without my express approval. I understand sales tax can frequently be avoided by providing or drawing attention to the tax certificate numbers affixed to the card.

Should a cardholder terminate employment with the University, or transfer to another university department, the cardholder's department has the specific obligation to notify Accounts Payable - Business Operations, prior to the employee's termination or transfer date. The Procurement Card cannot be transferred to another individual.

I will not use the Procurement Card to make personal or non-work-related purchases. I understand that UNI will audit the use of the Procurement Card. I will not use the Procurement Card for restricted purchases as outlined on the back of this form and in the User Manual.

I understand that should I make unauthorized purchases with the Procurement Card or use the Procurement Card in an inappropriate manner or otherwise violate the Procurement Card Program Guidelines, I will be subject to disciplinary action which may include dismissal from employment. If I use the Procurement Card improperly, UNI may deduct from my paycheck or from any other amounts payable to me, an amount equal to the total of the improper purchases. I will allow UNI to collect any amounts owed by me even if I am no longer employed by UNI. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the university in such proceedings.

Should a card be lost or stolen, the cardholder or the cardholder's department is responsible for notifying US Bank at 866-485-4545, UNI Accounts Payable at 319-273-5885, and UNI Public Safety at 319-273-2712 in the event of theft.

NOTE: Non-adherence to any of the procedures enumerated in the agreement or user manual will result in revocation of individual cardholder privileges and may result in revocation of all departmental Procurement Cards.

CARDHOLDER SIGNATURE (REQUIRED)	DATE
Departmental Approval Signature (Required)	Date
Dean/Director Approval Signature	Date

Office of Business Operations use only:

Transaction Limit (not to exceed \$2,000) \$	Monthly Credit Limit (\$5,000 max) \$	Approved By:	Date
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Cardholder agrees the following items will not be purchased using the Procurement Card.

Items for personal use	Telephones & related equipment
Animals	Letterhead & envelopes
Printing/Copying unless significant savings realized or while traveling.	Travel related items unless special permission has been received from Office of Business Operations (excluding airline tickets & registration fees.)
Business Cards	Radioactive materials/ hazardous materials

Questions concerning Procurement Card procedures or purchases should be directed to Pam Rousselow, Accounts Payable – Business Operations, 273-3116. Questions or concern regarding policy should be directed to Tori Stafford, Purchasing and Payables Manager, Business Operations, 273-2253.

Procurement Card Process

The University of Northern Iowa Office of Business Operations, in coordination with US Bank and Élan Financial Services, will issue the Procurement Card. A University of Northern Iowa Procurement Card Application & Agreement form will be supplied to the department and must be completed and returned to Business Operations with appropriate authorization before the Procurement Card will be ordered. The cardholder must pick up the card in person from Business Operations. At that time, the cardholder will be required to sign the back of the Procurement Card and receive instructions on its use.

The Procurement Card dollar limit will be \$3,000 per transaction, with departments having the option of setting their limit lower. The monthly credit limit will be determined by the department, Business Operations and the Procurement Card Company, based on departmental need. The maximum credit limit allowed per card will be \$5,000, unless special approval has been obtained from the Purchasing and Payables Manager.

The cardholder and the cardholder's department, upon receiving the monthly billing statement, will reconcile items to be sure that actual amounts charged for purchases are correct and match the billing statement charges. Discrepancies are the responsibility of the department to resolve. If there are charges the department wishes to dispute, it is the responsibility of the department to first contact the supplier to seek resolution. If efforts to resolve the problem directly with the supplier fail, the item in dispute will be charged to the department and the cardholder should contact Accounts Payable, Business Operations, for procedures to initiate the dispute with US Bank.

The cardholder shall validate, distribute charges to the appropriate fund/account combination, obtain approval and forward statement, with supporting detail to Accounts Payable – Business Operations. An electronic copy of the Procurement Card Journal Entry must be submitted to procard@uni.edu for charges to be posted. All documentation should be received by Accounts Payable by the 18th of the month to be included in the current month's accounting.