

THE PENNSYLVANIA STATE UNIVERSITY
DEPARTMENT OF PURCHASING SERVICES
PENN STATE PURCHASING CARD PC2009

DESIGNATED USER FORM

APCA Document Number _____

Employee Name _____
First Middle Last

Employee E-mail address: _____

Employee ID _____ - _____ - _____ Employee Title _____

Department Name _____

Department Address _____

Having been approved by the budget administrator or budget executive and Financial Officer to accept the delegated authority and responsibility for purchases made by using the University Purchasing Card, I am hereby accepting that responsibility. I have received proper training on the use of the card, and understand:

- my obligation to only make charges related to University business and allowable by policy,
- the requirement to supply receipts to the departmental reconciler within 30 days (not doing so is a misuse of the card), and that charges authorized by me that are not substantiated by appropriate receipts or documentation will be considered unsubstantiated charges and therefore, personal,
- my obligation not to misuse the card and the sanctions for misuse (appearing on the back of this form),
- my obligation to verify all items on the Monthly Memo Statement from the issuing bank,
- my responsibility to notify the issuing bank, my departmental reconciler, my Financial Officer and the Card Coordinator if;
 - the card is missing or stolen, or otherwise compromised by a third party and/or
 - there are legitimate disputes with the vendor or issuing bank,
- my obligation to return the card when I end my employment with the University.

I assume responsibility for my use and security of the card as outlined in University Policy BS14 and Procedure #PC2009. I have received a University Purchasing Card for official University purposes and will accept appropriate sanctions administered if misuse by me or someone I have authorized to use my card is determined to have occurred. I also authorize the University to convene a review committee consisting of the Financial Officer, budget executive, the department head or supervisor and representatives from the Controller's Office, Purchasing and senior administration to review any allegation of purchasing card abuse. Prior to taking any action the committee will consult with me, but the action recommended by the committee will be final and may result in withholding from my University paycheck an appropriate amount including processing fees to cover any unsubstantiated charges that I have not reimbursed in a timely manner.

Cardholder (Print)

Cardholder (Signature)

Date

Contact #: Issuing Bank 1 (800) 685-4039 Card Coordinator (814) 863-0498 Email: Pcard@psu.edu

Sanctions for Misuse - Specific sanctioning Procedure may be found in Procedure PC2009:

Misuse of the purchasing card by the cardholder or others who they have authorized to use their card may result in disciplinary action, which is detailed in Procedure PC2009. Misuse is broadly defined in Policy BS14 as using the card in violation of University policy and procedure. The following are considered to be misuse of the purchasing card:

- Using the purchasing card for personal purchases or for purchases that would not be authorized by the University,
- Using the purchasing card to purchase any goods or services which violate policies or procedures of the University, including those items listed in policy BS14 as specific exclusions for the purchasing card, or which violate any law or regulation to which the University must adhere,
- Splitting a transaction to circumvent the transaction limit authorized for the cardholder's card,
- Using multiple cards to circumvent the transaction limit authorized for the cardholder's card,
- Failing to provide required purchasing documentation in a timely manner (within 30 days of purchase unless there are extenuating circumstances),
- Failing to provide, when requested, information about any specific purchase .

Misuse of the purchasing card by the cardholder or those authorized by the cardholder to make purchases on their card, may result in sanctions being placed on a cardholder. These are listed in University procedure PC2009 and can range from suspension or cancellation of the card to more severe disciplinary action such as termination.

By signing the cardholder agreement, the cardholder gives the University permission to withhold from University pay an appropriate amount including processing fees to cover any unsubstantiated charges or other misuse of the purchasing card. The decision to assess a cardholder's paycheck would only be invoked after thorough multiple reviews of the situation by the financial officer, consultation with the budget administrator/department head and budget executive and additional review by the Controller's Office, Purchasing and senior administrators. A description of the sanctions and the process leading to the withholding of pay is described in Procedure PC2009 and on the Designated User Form.

Specific Restrictions:

The Purchasing Card may be used to acquire normal goods, materials and authorized services. Items specifically EXCLUDED from being obtained with the Purchasing Card are explained in detail in University Policy BS14.

Note that all University Policies apply to purchases obtained with the Purchasing Card, and that transactions which would not be permitted under University policy are assumed to be excluded items even though not specifically listed.