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|--------------------------------|-------------------------------|
| <b>Department:</b>             | <b>Index Code(s):</b>         |
| <b>Credit Limit (Monthly):</b> | <b>Limit Per Transaction:</b> |

**Oregon Institute of Technology  
Procurement Card Application and Agreement:  
For Issue to Individual/Department Card Custodian**

**By signing this agreement as card custodian, I apply** for an Oregon Tech Procurement Card and agree to abide by all the guidelines specified below, and with all applicable Oregon University System and Oregon Tech policies and procedures. I also understand that a Procurement Card Application and Agreement obtained from the Program Administrator is completed and signed by the Custodian, as well as the other employees authorized to use the card. The Budget Authority approves the agreement and the Program Administrator requests the card from the bank. After the card is issued, additional authorized users must sign the agreement and the Program Administrator must be notified that the new user was added. Similarly, when an authorized user is removed or terminates employment, separation procedures will be followed to ensure that their name is removed from the authorized card user list and that all parties involved in the program, including the Budget Authority, Program Administrator, and Custodian, are notified on a timely basis.

**CUSTODIAN RESPONSIBILITIES:**

1. **I understand that as the departmental representative, I am charged with the responsibility to hold the procurement card(s) in safekeeping until needed by authorized users. Other responsibilities include but are not limited to Record Keeping and Payment Procedure:** All card statements for the institution will be paid from a single master statement by the Office of Business Affairs upon receipt of the bank billing statement. An individual statement for the card entrusted to me will be sent to me monthly for reconciliation with support documents. These documents are subject to periodic audit by the Office of Business Affairs and OUS Internal Audit Division. The record retention schedule for these documents is seven years.
2. **Monthly Statement Packet:** I am required to keep all support documents for all purchases made on the Procurement Card (i.e., charge slips, merchant receipts, photocopies of mail order and telephone order forms, and packing slips). When making telephone purchases, a purchasing log will be maintained to record transactions. Each month, when my statement arrives, I will reconcile and verify all charges against these monthly support documents and **provide the corresponding index and accounts** to be expensed. I will attach all original support documents to the original monthly statement, sign and date the statement, have the non-user Department Head/Supervisor review and sign the statement indicating approval, and forward to the Office of Business Affairs for retention **on or before the 3<sup>rd</sup> business day of the month following statement close**. If an original charge slip is lost, I will circle the charge on the card statement and attach a statement identifying what was purchased. I understand that persistent tardiness or a pattern of missing original charge documents may result in the loss of Procurement Card privileges for the individual or the department.
3. **Monitoring Card:** I understand the following duties are my responsibility:

- a) to ensure that all card users have completed required training ([see .710 of this policy for procurement card policy knowledge test](#))
  - b) maintain procurement card usage log as required for multi-use cards
  - c) monitor card transactions for appropriate use
  - d) monitor card activity for fraud
  - e) reporting questionable transactions to Budget Authority and Program Administrator
4. **Billing Disagreement or Adjustment:** In the case of a billing disagreement or adjustment, I am responsible to initiate and complete necessary action. I will work directly with the bank and/or the merchant/vendor to resolve disagreements and make any needed adjustments. In the case of billing disagreements, payments to the bank will not be delayed. If a credit is due, I will instruct the merchant to issue a card credit memo. I will not request or accept cash back from the merchant/vendor when an item is returned or a credit is due.

### **USER RESPONSIBILITIES:**

**By signing this agreement as designated user,** I, the Card Custodian, understand that the issuance of a Procurement Card represents Oregon Tech's trust in me and authorizes me to use the Procurement Card to make purchases of goods and services on behalf of a department of Oregon Tech. I understand the responsibility to safeguard state assets and I agree to the terms and conditions below:

1. **Authorized Purposes:** I understand that the Procurement Card is for Oregon Tech approved purchases and **I agree not to charge personal purchases.** I agree to use the card only for authorized purposes of the State of Oregon and Oregon Tech. Authorized purposes are defined as purchases which further the business of the state. For purposes of this paragraph, a purchase will further the business of the state only when the purchase:
  - a) Is authorized by statute and by Executive Department rule or policy or agency rule or procedure;
  - b) Will promote or support the lawful operation of Oregon Tech; and
  - c) May be paid by public funds that are currently available to the institution and, by extension, to my department, by appropriation, expenditure limitation or other authority (and, where applicable, by Executive Department allotment) for the purpose of the purchase.
  - d) **Maintain an understanding of the policies guiding procurement of goods and services, including those specifically related to the use of the Procurement Card.**
2. **Exclusions:** I will NOT use the Procurement card for the following: **travel purposes** including but not limited to the purchase of gasoline, hotel accommodations, or meals- prepaid registration fees and airfare being the exception. I understand the Procurement Card is **not** available for hosting guests and candidates or for purchasing any meals allowable under the **Non-travel Meals, Refreshments and Hospitality Expenses, FPM policy number 56.100.** Additionally, I will not use the Procurement Card for **repairs; capital outlay expenditures, i.e., inventoriable equipment purchases; cash advances; personal purposes that benefit me** or another person individually rather than facilitate the discharge of the official functions or duties of my department or myself; or for any purpose that does not further the business of the state as defined in No. 1 above, "Authorized Purposes."
3. **Accountability and Procedures:** The card is issued in the Oregon Tech Department name. I will not allow unauthorized users to use the card. I am considered responsible for any and all charges I make against the card. I will protect the procurement card at all times. All purchases I make will be within the

established credit limit. I understand that all charges associated with this card will be paid from my department's approved budget.

4. **Loss or Theft:** If the card is lost or stolen, I will immediately notify the bank by telephone. **I will confirm the telephone call by mail or facsimile with a copy of the notification to the Procurement Card Administrator in the Business Affairs Office.** I understand that no consumer protection clause covers the loss or theft of this card and that I will continue to be responsible for all transactions until such time as a loss or theft is reported to the bank by phone or in person.
5. **Card Ownership:** I understand that the procurement card belongs to the bank and I will surrender it immediately when asked. The Procurement Card Administrator will make a reasonable attempt to recover the Procurement Card from me if I am an unauthorized or terminated employee. I am responsible for any costs in that effort and agree to pay them from any funds owed me by the State of Oregon, subject to due process. The P Card Administrator may assist in efforts to prevent any unauthorized card use and in any legal action against me. I will immediately surrender my Procurement Card to the Procurement Card Administrator when I leave the institution's employment or if I will no longer use the Procurement Card.
6. **Credit Limit:** I am responsible to see that total charges made on the Procurement Card do not exceed the defined credit limit. Any charge made by the bank for exceeding the limit will be charged to my department and may be charged to me personally. A pattern of credit limit abuse will be cause for loss of my Procurement Card privileges. I understand that order fragmentation to stay within credit limits can be considered mis-appropriation of state funds. I understand that if the department determines a need for an increase in credit limits, the Department Head or Chair must submit an email to the Procurement Card Administrator requesting the increase.
7. **Statutory Compliance:** I understand that making purchases with the VISA Procurement Card obligates State funds. I recognize my responsibility to comply with ORS 293.295 in so obligating State funds, and to comply with ORS 244.040, the Code of Ethics for State Employees. When in doubt, I will ask myself the following questions to assure compliance:
  - i) **Is this a legal obligation for the State to incur?**
  - ii) **Is this obligation a responsible and appropriate use of these funds for Oregon Tech, OUS, and for the State as a whole?**
  - iii) **Have the goods or services been received by the institution and did we receive full value as requested?**
  - iv) **Are there adequate budget resources available now to allow us to incur this obligation?**
  - v) **Will this obligation pass the public perception test, i.e., would I be comfortable if I saw this transaction written up on the front page of the newspaper?**
  - vi) **Am I willing to approve this obligation knowing that I am fully responsible?**

If I cannot answer each of the above questions in the affirmative, I may consult the appropriate Business Affairs department, or forgo the transaction.

8. **Guidelines and Penalties:** I acknowledge that I have read this agreement and have access to all associated policies and guidelines including the Executive Department Accounting Division's Oregon Accounting Manual Internal Controls sections on Approving and Paying Claims: (a) Accountability for State Expenditures and (b) Credit Card Purchases, and OUS Financial Administration Standard Operating Manual (FASOM) 70.100. Any violation of these guidelines will be grounds for my immediate surrender of the Procurement Card and permanent loss of my Procurement Card purchasing privileges. I understand

that improper use of this card can be considered misappropriation of State funds. Violations may be grounds for personal liability; disciplinary action, up to and including dismissal; and criminal sanctions.

**I understand that all charges will be billed directly to and paid directly by Oregon Tech.** The bank cannot accept any monies from me directly; therefore, any personal charges billed to Oregon Tech could be considered misappropriation of State funds. Any inappropriate or personal purchases become my personal liability for which I will make immediate and complete reimbursement, including any accrued interest to the institution. Again, I understand that personal purchases are a violation of guidelines.

**I acknowledge having read this agreement, I understand it, and agree to be bound by its terms and conditions and will retain a copy for reference. Subsequent addenda or amendments will be in writing, signed by all parties, and attached hereto. This Procurement Card Agreement supersedes and nullifies any previous Procurement Card Agreement that may have been signed.**

CUSTODIAN: \_\_\_\_\_  
(Signature) (Date)

Printed Name: \_\_\_\_\_ OIT ID#: 9 1 8 \_\_\_\_\_

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**BUDGET AUTHORITY**

As Budget Authority, I understand that I am responsible for reviewing all charges against department funds, including Procurement Card charges, to determine appropriateness; and for comparing the monthly reconciliation of the card activity to the monthly statement. Additionally, the Budget Authority is responsible for requesting and authorizing the use of one or more Procurement Cards for use by his/her department and for authorizing a departmental employee to be the Card Custodian for the department. I will review and sign the Custodian's monthly VISA reconciliation indicating approval prior to forwarding to the Business Affairs Office.

Budget Authority Signature: \_\_\_\_\_  
Date

Procurement Card Plan Administrator: \_\_\_\_\_  
Mary Chivers

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