



**PROCUREMENT CARD**  
**(ProCard)**  
**HANDBOOK**  
**for**  
**CARDHOLDERS,**  
**RECONCILERS,**  
**and**  
**APPROVING OFFICIALS**

Revised January 2017

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**Note:** The forms above are available for download at:  
<http://www.uaf.edu/procurement/procard-travel-card-infor/procard-information/>

# **WELCOME TO THE UNIVERSITY OF ALASKA FAIRBANKS' PROCUREMENT CARD PROGRAM!**

We hope you find this Procurement Card (ProCard) Program to be helpful in conducting University business. Please do not hesitate to ask questions regarding any aspect of the ProCard Program. We welcome your input and suggestions for improvement of this program.

## **USING THIS HANDBOOK**

This handbook will provide you with the basic steps for using the ProCard. It covers card use, documentation of transactions, review and approval of statements, reallocation of transactions, compliance issues and more.

For further details on any ProCard issues, contact the UAF campus ProCard Program Administrator in the Procurement & Contract Services Department identified in the key contacts section on the next page.

## **KEY CONTACTS – WHO TO CALL**

For questions, overall ProCard procedural issues, enrollment of new cardholders, updates to cardholder data, accounting issues, and audit issues contact:

**ProCard Program Administrator:**

E-mail: [dlcaissie@alaska.edu](mailto:dlcaissie@alaska.edu)

Denise Caissie

Phone/Fax: (907)474-7374/474-7720

**ProCard Assistant Program Administrator:**

E-mail: [becky.telling@alaska.edu](mailto:becky.telling@alaska.edu)

Becky Telling

Phone/Fax: (907)474-7315/474-7720

**For individual department ProCard procedural issues contact your:**

Department Reconciler: \_\_\_\_\_

Department Approving Official: \_\_\_\_\_

**To contact the bank use the following numbers:**

JPMorgan Chase CUSTOMER SERVICE: Phone: (800) 316-6056

FAX: (847) 931-8861

### **LOST OR STOLEN CARDS IMMEDIATELY CALL (800) 316-6056**

**WHEN REPORTING A LOST OR STOLEN CARD TO THE BANK, PLEASE INFORM THEM THAT THIS IS A COMMERCIAL CREDIT CARD FOR THE UNIVERSITY OF ALASKA FAIRBANKS.**

## **KEY WEBSITES – WHERE TO GO**

**PaymentNet4:** [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com) (Website where cardholders view their transactions, Reconcilers review and reconcile transactions, and business/financial managers review transactions).

**UAF Procurement & Contract Services:** <http://www.uaf.edu/procurement/procard-travel-card-infor/procard-information> (Website where forms, ProCard Handbook, information on the ProCard program, handouts, and software instruction materials are located).

## **OVERVIEW OF PROCARD PROCESS**

Authorized cardholders use the ProCard (MasterCard) to purchase allowable small dollar goods and services (up to \$5000 per transaction) for the University. Cards and card numbers are not to be shared. They may only to be used by the authorized cardholder.

Purchase transaction information is uploaded nightly to PaymentNet4, a web based administrative tool maintained by JP Morgan Chase. Transactions are normally posted within two (2) days of the card transaction being processed by the merchant.

The Department Reconciler works with cardholders to ensure that correct accounts are charged for every transaction. PaymentNet4 is used to review charges, change accounting information and make notes about each purchase. Transactions from the previous week (Friday - Thursday) are posted to Banner through a mapping process every Tuesday at noon. Any transactions updated in PaymentNet4 after the Banner mapping process has begun will not post to Banner, and must be corrected through the Journal Voucher process. For this reason, Reconcilers must have all changes made by noon. A link is located on the UAF ProCard website for the Banner Mapping Calendar which lists transaction posting dates, Banner mapping dates, and is updated by fiscal year.

The transaction information from PaymentNet4 is transferred to Banner to record the transaction(s) in the University's financial accounting system. It is transferred as a journal voucher for the entire system, regardless of an individual department's budget availability.

At the beginning of each month, the Reconciler must print the Cardholder Statement of Account for the previous month's transactions from PaymentNet4 and attach original itemized receipts for each cardholder who made purchases. The cardholder must sign and date the statement, and submit it to his/her Approving Official who then reviews, approves, signs, and dates the statement. This must be completed within 45 days of the end of the statement period. Completed, approved statements must be retained with the department for seven (7) years.

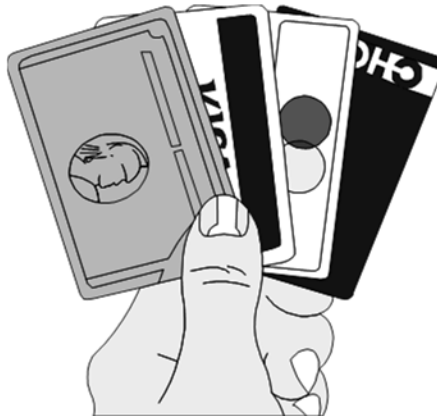
Monthly, the University receives one system wide master bill. The University pays the bank on a monthly basis for all charges made by all cardholders. The merchants are paid by MasterCard 48-72 hours after the merchant processes the transaction with MasterCard.

The Procurement and Contract Services ProCard Program Administrator will periodically audit ProCard records such as statements, receipts and transaction log(s) for each cardholder. Audits will be performed at the department location or by requesting document copies be sent to Procurement. This is to ensure that appropriate documentation (receipts, packing slips, etc.) is kept, policies and procedures are followed, and required approvals are obtained. UAF, Internal Audit, State and Federal auditors may also review ProCard records.

Disputed, questioned or fraudulent transactions are credited back to the cardholder by JPMorgan Chase while the issue is researched/resolved.

# DIFFERENCES BETWEEN THE PROCARD AND A PERSONAL CARD

- If lost or stolen, the University is liable for all charges on the card prior to it being reported to the bank.
- There is no personal liability on the card unless the Cardholder violates the terms of the Cardholder Agreement or makes a personal purchase.
- The maximum limit per transaction is \$5,000. The department may request to set a lower limit for any Cardholder. Limits above the default of \$2,500 must include a fiscal officer signature on the application and justification for the higher limit.
- All cards are blocked from cash withdrawals and specific vendor types may be blocked as part of the risk mitigation plan.
- The Department specifies limits for each Cardholder. These include (30 day) cycle dollar limits, single transaction amount limits, and maximum number of transactions allowed per day and per cycle. NOTE: Our cycle runs from the 16th through the 15th of the month.



- The card belongs to the University, not the individual. When an employee terminates their employment with the University, the ProCard must be shredded or cut in pieces and a Cardholder Close Form must be submitted immediately to the UAF ProCard Program Administrator. If an employee moves to another department in the University and will continue to use the ProCard, the card should be retained by the individual and a Change Form submitted to the UAF Program Administrator. The new departmental name, address, phone number, default org/fund/account, Reconciler, and Approving Official information will be updated when the Cardholder Change Form and a new signed Approving Official Agreement is received.
- Cardholders are trained in the proper procedures for making low level purchases for their department. They must sign an agreement holding them responsible for their actions in performing this vital University function (See Attachment 3 for Cardholder Agreement).

# **CARDHOLDERS RESPONSIBILITIES**

## **Departmental Procedures**

Cardholders must follow existing departmental purchasing procedures when making ProCard purchases.

## **Restricted Fund Accounts**

Default accounts must be UAF's general (fund one) account. However, the funding can be changed to a grant account during the reconciliation process. For grant-funded departments, it is the individual procurement cardholder's responsibility to ensure that grant requirements are met. As ProCard purchases are outside of the "Banner" workflow approval process, if a purchase requires Office of Grant & Contracts Administration (OGCA) approval, the cardholder must contact them via email for approval prior to making the purchase. If you have any questions about a purchase on a restricted fund, contact OGCA.

## **Place the Order**

1. Purchases for allowable goods or services may be placed in person, by phone, by fax, by mail or via a secure link on the Internet. UAF requires cardholders to keep an electronic or manual log of purchases made. Tell merchant this is a University of Alaska purchase, is tax-exempt within the State of Alaska and should be accorded any applicable discounts (educational, higher educational, government, etc.)
2. Give name as it appears on the card.
3. Give accurate delivery information. Request that the vendor include on the outside packaging label the following information: department name; your name, department address; and phone number. See examples below:

UAF Procurement Services		UAF Procurement Services
Attn: Jane Doe		Attn: Jane Doe
PO Box 757940	or	3295 College Rd Ste 103
Fairbanks AK 99775		Fairbanks AK 99709
Phone Number: (907) 474-xxxx		Phone Number: (907) 474-xxxx

Purchases may be delivered to work or remote sites as needed. Orders are never to be delivered to a home address.

4. **DO NOT USE THE ADDRESS FOR CENTRAL RECEIVING.** If Central Receiving receives an inappropriately addressed package, they may not be able to determine the location to make the delivery and the package may be returned.

**NOTE:** Because ProCard purchases are not tracked in Banner, as we do with items ordered via a Purchase Order, it is important that the deliveries are made directly to the department. If addressed as above, with specific buildings and room numbers, UPS, FedEx and the Post Office will be able to deliver correctly. Off campus locations should use their physical address.

5. Make sure that the appropriate departmental personnel are aware of your purchase in case a package arrives in your absence. Also, after the package has been received, be sure you have followed all departmental and ProCard procedures regarding processing, record retention/documentation requirements.
6. Request that a sales receipt be placed in package.
7. Do not allow COD deliveries.
8. If your transaction is declined check PaymentNet4 for the decline reason. Transactions that do not appear were not declined by our bank and the decline is between the merchant and their processor. Transactions can be declined for any of the following reasons:
  - Bad card number, expiration date or CVC code. One of these may have been entered incorrectly. Ask the vendor to try again.
  - You are over your single purchase or your cycle limit.
  - The merchant's 4-digit Merchant Category Code (MCC) may be on your card's excluded list. Contact the Program Administrator for assistance to process the purchase.

Decline reports are reviewed daily for attempted fraud and obvious transaction issues. The ProCard Program Administrator may contact you with questions or information about purchases on this report.

### **Billing Address**

If the vendor requests the "billing address" provide them with your department address as it was listed on the cardholder application or as recorded in PaymentNet4. It will never be a home address.

### **Receive Goods and Obtain Receipt**

1. For purchases made in a store, this is done at time of purchase.
2. For goods ordered by phone, fax, or mail, this will be done after receipt of goods in the form of a receipt, packing slip, or order form.
3. For internet orders print the screen and/or order confirmation page.
4. Receipts/invoices are documentation of the purchase. They can be a receipt, packing slip, invoice, screen print of the order, etc. and should contain the following information:
  - Cardholder name
  - Vendor identification
  - Date purchase was made
  - Description of each item purchased. If this information is not included make notes of what was purchased as part of the required backup.
  - Per item cost (if available) from vendor



**Important:** Remove all card numbers and/or expiration dates from the retained backup.



## **Certification for Missing Documentation**

Any ProCard transaction that does NOT have appropriate documentation (original, itemized receipts), must include the Certification for Missing Documentation Form (Attachment 6) with any other required documentation, demonstrating a good faith effort to obtain a receipt.

## **Verification of Received Goods**

It is the cardholder's responsibility to ensure receipt of materials and/or services and to follow up with vendors to resolve any delivery problems, order discrepancies or issues with receiving damaged goods.

In the case of returns, the cardholder is responsible for coordinating returns directly with the vendor, as well as securing the appropriate credit when goods are returned. Never allow a cash refund for a returned item. Keep the return documentation with the department log sheet.

## **Help Reconcile Transactions**

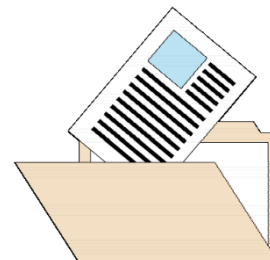
- Remove all card numbers from retained documentation.
- Forward original supporting documentation to the Reconciler.
- Work with the Reconciler in reconciling your transactions weekly. Notify the Reconciler of any potential disputes or account distribution changes. Only an employee who has completed Reconciler training may change the accounting in PaymentNet4.
- Monthly, the Reconciler must print out the Cardholder Statement of Account containing all cardholder's transactions for the previous month and attach the original itemized receipts.
- Verify all transactions are correct. Any problems must be identified for the Reconciler.
- Sign and date the monthly Cardholder Statement of Account within 45 days of the end of the purchase month (purchase was in September, statement must be signed by 15th of November).
- Submit the Cardholder Statement of Account and supporting documentation to the Approving Official for review and approval.
- The Reconciler must file the approved statement and supporting documentation for future reference and audit purposes.
- All documentation may be electronically filed in the department's electronic filing system and must be retained for seven (7) years after the date of purchase.

## **Keep Transaction Log or Pre-authorization Form**

The cardholder is responsible for maintaining a transaction log to track each purchase made. If the department has an internal pre-approval process in place, such as an internal requisition form with pre-authorization required, an additional transaction log is not necessary. An entry must be completed by each cardholder for each transaction as it is made and must be reconciled to the Cardholder Statement of Account each month. This budget management tool is necessary for tracking transactions that have not yet cleared the account.

### **The transaction log or pre-authorization form must include:**

- Date of transaction
- Vendor name
- Description of purchase
- Transaction amount
- Org-Fund-Account



It may also include other information such as:

- Journal Voucher number
- Date transaction posted in PaymentNet4
- Notes concerning the purpose of the purchase

The Reconciler will review the monthly Cardholder Statement of Account to verify it matches the transactions recorded in your log or on the internal pre-approval form. Any discrepancies identified should be PROMPTLY investigated and recorded in the notes section of the transaction log.

**Please see Cardholder Agreement (Attachment 3) for further description of responsibilities.**

## **RECONCILERS RESPONSIBILITIES**

### **Weekly: Before transactions load into Banner on Tuesday at Noon**

- Review cardholder transactions in PaymentNet4.
- Resolve any questionable transactions with the cardholder.
- Identify any potential disputes of transactions with the cardholder.
- Reallocate and/or split transaction charges to appropriate account numbers and object codes by changing the org/fund/account code in PaymentNet4. This prevents the need for Journal Vouchers.
- Notify the Approving Official and UAF ProCard Program Administrator of any violations.

### **Monthly: At the beginning of each month**

- For each cardholder that had activity, print the Statement of Account for the previous month (1st through month end), attach backup, and forward to the Cardholder and Approving Official for signatures.
- Maintain all original or scanned records of transactions for each Cardholder for reference and audit purposes (see Record Retention section below). The Reconciler is the point of contact in case of audit.
- PaymentNet4 allows you to automate the report running process. Simply open the report and print the statement(s).

### **As required: Changes in Cardholder Information**

- For any permanent changes to specific cardholder information, such as default account, location, Reconciler or Approving Official, etc., submit a Change Form (Attachment 4) signed by the Cardholder's Approving Official indicating the change.

### **As required: Procurement Card Close Request**

- If a cardholder is leaving the University, or is transferring to an assignment where a ProCard is not necessary for their duties, submit a Close Request Form (Attachment 5) signed by the Cardholder's Approving Official to close the account.

## **Record Retention**

The transaction logs, statements and supporting documentation MUST be maintained by the department for seven (7) fiscal years in addition to the current fiscal year. For grant funded purchases the documents must be kept for three (3) years AFTER closing of the grant with the minimum being seven (7) years. They are subject to University, state and federal audits. These documents are “accounts payable” and “procurement” documents and follow the same retention and audit standards. After the cardholder statement and original receipts have been reviewed, signed, and dated, they may be scanned into a department’s electronic filing system and the hard copies destroyed.

## **APPROVING OFFICIALS RESPONSIBILITIES**

- Timely review of the monthly Statement of Account for each Cardholder to verify:
  - Proper department procurement procedures are followed
  - Appropriate documentation (logs/pre-approvals, receipts) is kept
  - Explanation of variances between invoices and charges are included
  - Prohibited purchases have not been made.
- Sign and date a Statement of Account for each cardholder within 45 days of the end of the purchase month (purchase was in September, statement must be signed by 15th of November).
- Take appropriate action for violations (see violations and consequences) by:
  - Informing cardholder of problem and consequence of violation
  - Informing ProCard Program Administrator of actions taken
- Immediately inform the ProCard Program Administrator of transfer or termination of cardholders, Reconciler, and/or your own transfer, termination, or designation as an Approving Official.

**See Approving Officials Agreement (Attachment 2) for additional detail on responsibilities.**

## **AUTHORIZED AND PROHIBITED PURCHASES**

### **AUTHORIZATION TO MAKE A PURCHASE**

Your Approving Official, Program Administrator, Dean or Director will inform you of your purchase authorization and the limits that go with that authorization. If you are making purchases against a grant account, it is your responsibility to make purchases that are allowable under the terms of the grant.

### **Authorized - These purchases may be made with the ProCard:**

- Advertising, including faculty and staff recruiting (ad must be approved by HR)
- Conferences/registration fees (you must follow the cost accounting ruled on these items)
- Freight/shipping (report charges in account 3351)
- Memberships/dues (you must follow the cost accounting rules on these items)
- Postage (report charged in account 3444)

- Software purchased for download – all “click-through” agreements **MUST** be retained as part of the transaction documentation
- Legal Services with pre-approval from the Office of the General Counsel
- Services not expressly mentioned as unallowable
- Commodities not expressly mentioned as unallowable

## **PROHIBITED PURCHASES**

The ProCard shall **NOT** be used for the following purchases:

### **Commodities**

- Capital equipment (A single item or system with a value of \$5000 or more and a useful life of more than one year)
- Contracts requiring authorized signatures. Forward these to the ProCard Program Administrator for review and signature. Then, if approved, you can place the order.
- Drug Enforcement Agency controlled substances (must have a DEA license to make these purchases).
- Firearms or ammunition
- Single furniture items valued over \$5000 (single items are considered equipment purchases)
- Hazardous materials (allowed if approved by the department Safety Officer)
- Items \$5,000 or greater
- Live vertebrate animals on the ProCard are not allowed. Any live animal purchases must be coordinated through the animal facility manager (call 474-7020 to coordinate the purchase).
- Prizes
- Radioactive materials
- Restaurant meals (please see the Representational and Non-Representational section for catering information)
- Used items from eBay or other auction sites

### **Services**

- Charters of any kind – boat, bus, plane
- Cell phone charges unless approved for department "check out" phone
- Hazardous or radioactive materials removal
- Medical payments
- Personnel moves or relocation expenses
- Professional Services: Consulting or Medical
- Service contracts requiring authorized signatures, including leases/rentals. Forward these to the Program Administrator for review and signature. Then, if approved, you can place the order.
- Services from Foreign Sources, including foreign source software purchases
- Subject/participant payments
- Travel and travel related expenses – example: airline, rail, or bus tickets, vehicle rental, meals, lodging (however, registrations are allowable and should be coded 3661). Travel Coordinators can make these purchases with their ProCards. Questions contact the ProCard Program Administrator.

- Intellectual property issues: small dollar web page design, web hosting, or similar services on your ProCard. There are intellectual property issues involved. Must be pre-approved by a Procurement Officer.

**Other:**

- Cash or cash type transactions including gift cards
- Contract purchases to Non-contract providers when there is an exclusive use contract in place, such as Dining Services, or Audio Conferencing services
- Gifts, gift cards or gift certificates
- Honorarium payments
- Payments to individuals, employees, or students for any reason
- Personal purchases (regardless of intent to reimburse)
- Refunds of revenue
- Splitting an order to force it below the transaction limit of \$5000
- Student aid payments (fees, books, etc.)
- Time payments (like layaway) to split a larger order into payments under the transaction limit of \$5000
- Tuition payments
- Unauthorized personal memberships or subscriptions
- Unauthorized restricted fund purchases

## **REPRESENTATIONAL AND NON-REPRESENTATIONAL PURCHASES**

### **Representational/Non-Representational Expenses**

**The following representational allowance ProCard purchases require prior approval from the ProCard Administrator regardless of the purchase price. ProCard records must be supported by an approved waiver form or email which approves the use of the ProCard.**

- Catering
- Donations
- Entertainment expenses
- Flowers
- Food
- Gifts
- Prizes
- Recreational activities

The Representational Allowance Form is located electronically on the Financial Services website and on the ProCard Website.

# VIOLATIONS AND CONSEQUENCES OF MISUSE OF THE PROCARD

## Sharing Your ProCard or ProCard Number

You may **NOT** share your ProCard or ProCard number with **ANYONE**. The ProCard is to be used only by the cardholder named on the face of the card. This includes transactions over the telephone and internet. Sharing a ProCard may result in a suspended or revoked card.

## Prohibited or Inappropriate Purchases (including splitting a purchase to avoid the \$5000 single purchase limit):

1. Written warning will be given to the Cardholder.
2. Written warning will be given to the Cardholder and copied to the Approver.
3. Cardholder may be required to obtain additional training.
4. Repeated offense: Card may be suspended or revoked.

## Personal Purchases:

Violation of this policy may be investigated and could result in termination and/or criminal prosecution. In case of willful or neglectful default of this obligation, the University shall take any recovery action deemed appropriate as permitted by law.

- In addition to the above disciplinary actions, the University must be reimbursed immediately by personal check, cashier's check, or money order made payable to UAF.
- Immediate disclosure to Program Administrator, Reconciler, and Approver.
- A copy of the payment receipt from the Bursar's Office must be kept with ProCard documentation files as proof of UAF reimbursement.

## DISPUTES

Resolution of a merchant dispute is the responsibility of the Cardholder. The following may be formally disputed with the bank:

- Unauthorized charges, including unauthorized phone or mail order charges
- Difference in amount authorized and amount charged
- Duplicate charges
- Transaction which is yours but you are challenging for other reasons (e.g. taxes were charged incorrectly)
- Your account has not yet been credited in PaymentNet4, but you have received a credit voucher

from the merchant, or have been told by the merchant they will issue a credit.

NOTE: It generally takes credits about a week to post to an account. The processing time is longer than the actual purchase.

- Failure to receive goods
- Returned merchandise
- Unrecognized charges
- Altered charges
- Defective merchandise

**On all disputes call the vendor first for correction of the problem. If you get no resolution from the vendor, call the bank's customer service number and tell them you have a disputed purchase: (800) 316-6056 or have the Reconciler complete the Dispute Form in PaymentNet4.**

A representative of the bank will take down all of your information concerning the purchase problem. Immediately thereafter, the University will be credited for the amount of the disputed purchase until the dispute is resolved.

**IMPORTANT:** Disputes must be communicated to the bank within **60 days** of the end of the cycle (15th of the month) in which the transaction first appeared.

## **PROCUREMENT CARD HANDBOOK ATTACHMENTS**

1. Application Form
2. Approving Official Agreement
3. Cardholder Agreement
4. Card Change Form
5. Card Close Form
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**Note: The forms above are available for download at:**  
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Reset

# UNIVERSITY OF ALASKA PROCUREMENT CARD APPLICATION FORM

CARDHOLDER INFORMATION (ALL FIELDS ARE REQUIRED – TYPE OR PRINT)		
Full Legal Name	Employee Email	Work Phone
Employee ID (3xxxxxxx)	Last 4 Digits of SSN	Mother's Maiden Name
UA Name (computer/email login)	USA Citizen? (if no, country of citizenship) ↓ Yes ↓ No	Date of Birth (mm/dd/yyyy)
Reconciler's Name	Reconciler's E-mail	Reconciler's Phone #
Approving Official's Name	Approving Official's E-mail	Approving Official's Phone #

HOME ADDRESS INFORMATION (REQUIRED FOR ALL CARD TYPES)		
Physical Address		
City	State	Zip Code

DEPARTMENT ADDRESS INFORMATION		
UA Department Name		
Street Address		
City	State	Zip Code

DESIGNATED DEFAULT BANNER ACCOUNT & CONTROL INFORMATION			
Fund	Orgn		Acct
Monthly Credit Limit (Default 10,000)	Single Purchase Limit (Default 2,500)	Authorizations/Day	Transactions/Month
Justification for Limit Over Default(s)			

\_\_\_\_\_  
Approving Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official's Printed Name

\_\_\_\_\_  
Fiscal Officer's Signature (Required if single purchase limit in excess of \$2,500)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Officer's Printed Name

INFORMATION BELOW THIS LINE TO BE COMPLETED BY CARD SERVICES	
Reporting Hierarchy	
D-Level Org	Authorization signature

**Cardholder Applicant Name:** \_\_\_\_\_

## **APPROVING OFFICIAL AGREEMENT**

**The appointment as an approving official represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect its assets.**

As an Approving Official, I acknowledge receipt of and agree to comply with my responsibilities as listed in the ProCard Approving Official Program Handbook. I confirm that I have read and understand the provisions in this Handbook and that I will comply with the terms and conditions and subsequent revisions. I understand that the University is liable to Bank One for all charges made by the cardholders including charges made on a lost or stolen card before it is reported lost or stolen and that this liability is passed down to my department. I further understand that any allowable charges made by the Cardholders within my department are the liability of my department.

As an Approving Official for the University of Alaska Fairbanks ProCard Program, I understand that I am the control point for the integrity of the Program and protection of my department's budgets through the review of my Cardholders' Statement of Account. I will review all transactions made by cardholders monthly, ensure original documentation is matched to Cardholder Statements, take appropriate action should violations occur, and sign all Monthly Cardholder Statement of Accounts.

I understand that the card is the property of the University, assigned to cardholders in my department and that, in the event of willful or negligent default of the Cardholder obligations, the University shall take any recovery action deemed appropriate that is permitted by law. Furthermore, I agree to notify the ProCard Program Administrator immediately in the event that I or any Cardholder under my ProCard approving authority is transferred from the department or is no longer employed by the University.

### **I understand and accept the following Approving Official's responsibilities:**

- I will review the monthly Statement of Account for the above named Cardholder who had transactions during the cycle to ensure:
  - Proper department procurement procedures are followed
  - Appropriate documentation (logs, receipt) are kept
  - Explanations of variances between invoices and charges are included
  - Purchases are not prohibited ProCard transactions
- I will sign all monthly Statements of Account.
- I will take appropriate action for violations by:
  - Informing cardholder of problem and consequences of violation
  - Informing Program Administrator of transfer or terminations of this or any other cardholder, and/or transfer, termination, or designation of myself as an Approving Official.

### **APPROVING OFFICIAL:**

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Email** \_\_\_\_\_

UNIVERSITY OF ALASKA  
PROCARD CARDHOLDER AGREEMENT

Introduction: The University of Alaska (UA) has entered into an agreement with JP Morgan Chase (Bank) to provide qualified employees with a purchasing card (ProCard). The ProCard shall be used to purchase authorized goods and services costing less than \$5,000 (including shipping and handling) or the limit established for your card, whichever is less.

Ownership and Cancellation of the ProCard: The ProCard remains the property of the Bank. It may not be transferred to or assigned to anyone other than the designated cardholder. The cardholder is accountable for activity on the card. The Bank or UA may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the ProCard upon request to UA or any authorized agent of the Bank.

Spending Limits: Each ProCard has a pre-set spending limit, which may not be exceeded under any circumstances. NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD AT ANY TIME OR FOR ANY REASON WHATSOEVER.

ProCard Abuse: Abuse of the ProCard will result in revocation of the card and appropriate disciplinary action. Specifically, purchases may not be segmented to avoid competition.

Usage: For usage guidelines, the ProCard cardholder must refer to the Cardholder Handbook, which is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

Protecting the ProCard: The ProCard is valuable property, which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping: The cardholder shall sign the ProCard immediately upon receipt. When the expiration date is passed and/or after a new ProCard is received, the old one shall be cut in half and dispose of it.

Lost or Stolen ProCards: If the ProCard is lost or stolen, the cardholder shall contact the Bank's 24hour, toll-free number at (800) 316-6056 IMMEDIATELY (UA is responsible for charges until card is reported). The cardholder is also requested to contact the campus ProCard Program Administrator referenced in the Cardholder Handbook.

Agreement: The undersigned agrees to the above terms and conditions and requests that a University of Alaska ProCard be issued.

UNIVERSITY OF ALASKA  
Procurement Card Holder

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Cardholder Signature & Date

\_\_\_\_\_  
Cardholder Department

\_\_\_\_\_  
MAU Program Administrator Name

\_\_\_\_\_  
Program Administrator Signature & Date

# CODE OF ETHICS

Any person employed by the University of Alaska who purchases goods and services for the University, shall be bound by this code and shall:

1. Avoid actual or even the appearance of unethical or compromising practices in vendor relationships, actions, and communications by diligently following the lawful instructions of the University while using professional judgement and reasonable care in exercising the authority granted.
2. Notify the University of any private or professional activity that would create a conflict between personal interests and the interests of the University of Alaska.
3. Neither solicit nor accept money, loans, credits, prejudicial discounts, gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions.
4. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.
5. Enhance the public trust by adhering to the highest standards of ethical behavior.

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Initials

# UAF PROCARD/TRAVEL CARD CHANGE FORM

 ProCard Change

 Individual Travel Card Change

 Dept. Travel Card Change

## CREDIT CARD INFORMATION (TYPE OR PRINT)

Cardholder Name (on existing card)

Card Number (Last 4 digits only)

Date Change Effective (mm/dd/yy)

## CARDHOLDER INFORMATION (ENTER ONLY THE FIELDS THAT NEED TO BE CHANGED)

Cardholder Full Legal Name

Work Phone

Department

E-Mail Address

Department Address (PO Box or Street)

City

State

Zip Code + 4

Reconciler's Name

Reconciler's E-mail

Reconciler's Phone No.

Approving Official's Name

Approving Official's E-mail

Approving Official's Phone No.

## DESIGNATED DEFAULT BANNER ACCOUNT & CONTROL INFORMATION

\_\_\_\_\_

Fund

\_\_\_\_\_

Org

\_\_\_\_\_

Account

Cycle Card Limit (ProCard & Dept. Travel \$10,000/ Ind. Travel \$5,000)

Single Purchase Limit (\$2,500)

Cash Advance (Default \$1,200/\$310)

Authorizations/Day (Optional)

Transactions/Month (Optional)

Justification for Limit(s) Over Default Limits:

\_\_\_\_\_  
Approving Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Officer Signature (required for single purchase limit in excess of \$2,500)

\_\_\_\_\_  
Date

## TO BE COMPLETED BY PROCUREMENT AND CONTRACT SERVICES

Change made in PaymentNet 4

D Level Accounting Change Made

Date:

From FTIORGH No:

Date:

By:

By:

# UNIVERSITY OF ALASKA CARDHOLDER ACCOUNT CLOSE FORM

ProCard

Individual Travel Card

Dept. Travel Card

## CARDHOLDER INFORMATION (TYPE OR PRINT)

Cardholder Name:

Procurement Card Number (Last 4 digits only):

Department:

Work Phone:

Reason for Close Request:

**IF THE CARDHOLDER IS A PROCUREMENT CARD RECONCILER, PROVIDE THE NAMES OF ANY CARDHOLDERS FOR WHICH THE DEPARTING CARDHOLDER WAS THEIR RECONCILER. ADDITIONALLY, COMPLETE A CHANGE CARD CHANGE FORM TO DESIGNATE A NEW RECONCILER FOR THOSE INDIVIDUAL LISTED.**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Approving Official's Name:

Approving Official's E-Mail Address:

\_\_\_\_\_  
Approving Official's Signature

\_\_\_\_\_  
Date

### Information below this line to be completed by Procurement & Contract Services

Change Made In PaymentNet 4

Date:

By:

# UNIVERSITY OF ALASKA CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any ProCard transaction that does NOT have documentation from the merchant.

Cardholder Name	Department Name
Cardholder's Approving Official	
Merchant Name	Transaction Date (mm/dd/yyyy)
Transaction Amount \$	

<u>Description of Items or Services</u> (Add an additional sheet if necessary)	<u>Quantity</u>	<u>Cost Per Item</u>	<u>Total Cost</u>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

### REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

### CARDHOLDER HAS MADE THE FOLLOWING ATTEMPT TO OBTAIN RECEIPTS OR DOCUMENTATION

### CARDHOLDER CERTIFICATION SIGNATURE

I hereby certify the following:

- All items purchased on this ProCard transaction were for University use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the University in any other manner for this transaction.
- Original documentation is not in Cardholder's possession for the reasons stated above.
- Cardholder acknowledges that repeated lack of documentation could result in revocation of their ProCard.

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PURCHASING CARD LOG

CARDHOLDER: \_\_\_\_\_  
RECONCILER INITIALS: \_\_\_\_\_

Date	Vendor	Purchase Description	Amount	Evidence of Purchase (Receipt, Packing Slip) Backorder <input type="checkbox"/>
Comments (For, confirmation #, etc.)			Account Information	Item(s) Received YES    NO <input type="checkbox"/> <input type="checkbox"/>
Date	Vendor	Purchase Description	Amount	Evidence of Purchase (Receipt, Packing Slip) Backorder <input type="checkbox"/>
Comments (For, confirmation #, etc.)			Account Information	Item(s) Received YES    NO <input type="checkbox"/> <input type="checkbox"/>
Date	Vendor	Purchase Description	Amount	Evidence of Purchase (Receipt, Packing Slip) Backorder <input type="checkbox"/>
Comments (For, confirmation #, etc.)			Account Information	Item(s) Received YES    NO <input type="checkbox"/> <input type="checkbox"/>
Date	Vendor	Purchase Description	Amount	Evidence of Purchase (Receipt, Packing Slip) Backorder <input type="checkbox"/>
Comments (For, confirmation #, etc.)			Account Information	Item(s) Received YES    NO <input type="checkbox"/> <input type="checkbox"/>
Date	Vendor	Purchase Description	Amount	Evidence of Purchase (Receipt, Packing Slip) Backorder <input type="checkbox"/>
Comments (For, confirmation #, etc.)			Account Information	Item(s) Received YES    NO <input type="checkbox"/> <input type="checkbox"/>
Date	Vendor	Purchase Description	Amount	Evidence of Purchase (Receipt, Packing Slip) Backorder <input type="checkbox"/>
Comments (For, confirmation #, etc.)			Account Information	Item(s) Received YES    NO <input type="checkbox"/> <input type="checkbox"/>
REMARKS:				

Approving Official Signature \_\_\_\_\_ Auditor Signature \_\_\_\_\_