



Contracts, Procurement & Risk Management

CSU Channel Islands Procurement Card Application

Please complete the following information for each card requested. The cardholder's name will appear on the credit card *exactly* the way it reads on this form.

Cardholder will be responsible for making direct contact with vendors and ordering commodities using the procurement credit card. Cardholders will prepare monthly reconciliation of credit card purchases in PeopleSoft. Cardholders with purchases will be audited by Procurement on a monthly basis.

Single Purchase Limit set at \$1,000

Monthly Limit: \$
(Increments of \$100 only)

Daily Limit: \$
(Increments of \$100 only)

Default Chartfield:

Account	Fund	Department	Program	Project
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Cardholder's Name: _____

Cardholder's Employee ID#: _____

Cardholder's Signature: _____

Office Phone Number: _____

Approving Official's Name: _____

Approving Official's Signature _____

PLEASE ADD SIGNATURE FIELDS DOWN BELOW

Director of Procurement Signature _____ Date: _____

Card Ordered by: _____ Date: _____

Date: _____

**California State University Channel Islands
Procurement Card (P-Card) Program Agreement**

Name of Cardholder _____

Department _____ Phone Extension No. _____

The Cardholder agrees to accept the responsibility for use of the P-Card for authorized purchases for official University business only. The Cardholder has received training for the P-Card and is responsible for ensuring the purchases made via the P-Card are in accordance with the CSU Channel Islands P-Card Handbook.

Specifically, the Cardholder is responsible for security of the card, appropriate use of the card, timely and accurate on-line approval and reconciliation of transactions, ensuring original receipts are obtained for all transactions, making advance preparation for monthly statements when planning to be out of the office, immediate reporting of fraud, lost or stolen card to US Bank, and follow up on resolution of all disputed charges.

The Cardholder must complete the monthly on-line approval and reconciliation of transactions for each billing cycle within five working days of notice by Procurement Coordinator of the close of the billing cycle. The Cardholder must also forward to their Authorizer a printed statement and attach original, itemized receipts/invoices, and backup documentation for approval. The original statement and receipts/invoices shall be kept by the cardholder for five (5) years. This is a mandatory requirement.

Should the Cardholder want to terminate the P-Card or if the Cardholder transfers to another department, the Cardholder must obtain all receipts of transactions for the current billing cycle (if any), provide these receipts to the Authorizer, and return the P-Card, in person, to the Procurement Office. Should the Cardholder terminate employment from the University, the Cardholder must obtain all receipts of transactions for the current billing cycle (if any), provide these receipts to their Authorizer, and return the P-Card to the Procurement Office as part of the separation/clearance process, as outlined by Human Resources, prior to separation from the University.

The Cardholder understands this program is a privilege and failure to follow the procedures contained in the P-Card handbook can result in audit findings, which can result in a temporary revocation of use and even full revocation of this privilege.

The Cardholder must not allow any other individual, including co-workers, to use the P-Card or sign P-Card drafts under any circumstances. The Cardholder can instruct co-workers to sign packing slips if a co-worker will be picking up items the Cardholder has already ordered.

Cardholder Signature Date

Approving Official Date

Procurement Coordinator Date