

_____ Verification I.D.
_____ Account I.D.
For Internal Use Only



_____ Last Name, First Name

UNC Asheville Procurement Card Application and Agreement

Procurement Card Administrator: Joel Knisley, Business Services Manager ▪ jknisley@unca.edu ▪ 828-232-5121

Before signing and submitting this application and agreement, review the UNC Asheville Procurement Card Manual at: <https://finance.unca.edu/sites/default/files/documents/forms/PCard%20Manual%20August%202018.pdf>

Spending Limits:	Monthly	Single
Level 1 <input type="checkbox"/>	\$ 2,500	\$ 500
Level 2 <input type="checkbox"/>	\$ 3,000	\$ 1,000
Level 3 <input type="checkbox"/>	\$ 10,000	\$ 5,000

*Note: All Cardholders will be assigned a Level 1 spending limit. Exceptions will be made on a case by case basis for those Cardholders with a greater need for higher spending limits. Authorization for a higher spending limit is required from the Approver and the Procurement Card Administrator.

Default Fund Number:

The default fund numbers are those for which you are authorized to make purchases and are most frequently used. Please list a state fund (2xxxxx) and/or trust fund (3xxxxx) on your application. The default numbers will only be used for any unallocated transactions that have not been approved by the 15th of each month. (Procurement Card transactions close on the 10th of each month).

Default Fund Numbers:

State (2xxxxx)

Trust (3xxxxx)

Timelines/Deadlines for Submitting Information:

Approvals: All transactions must be completed, reconciled, and approved in the Bank of America Works™ Program on a daily/weekly basis. All receipts and other required documentation MUST be uploaded with each transaction.

Card Billing Cycle: 10th of each month--ALL transactions must be completed, reconciled, and approved BY the 10th. Transactions will be posted to fund accounts by the end of each month.

Cardholder, Reconciler, and Approver Responsibilities:

- The Procurement Card is to only be used for appropriate university business purchases
- Use of the card for personal purposes is strictly prohibited
- Users must adhere to the policies and procedures as described in the Procurement Card Manual
- Users will actively avoid conflicts of interest by avoiding purchases from NC State Employees and relatives of State Employees
- Users will not knowingly participate in or condone fiscal misconduct including fraud, waste, or abuse and will immediately report any occurrences to the Procurement Card Administrator
- Users will not be influenced to use the procurement card inappropriately, even if asked to do so by an individual of higher rank or position
- Cardholder/Reconciler will maintain the required documented receipts as support for each transaction incurred on the Procurement Card within the department according to the University Retention Guidelines
- The Cardholder is responsible for making sure that **NO** Sales & Use Tax is imposed on purchases
- The Cardholder must ensure that purchases made with the Procurement Card are NOT on State Contract

Next Steps:

- Submit the Procurement Card Application and Agreement to Joel Knisley – Business Services Manager
- Once received, reviewed, and approved, the Cardholder, Approver, and Reconciler must attend mandatory Procurement Card training (Note: The Approver & Reconciler need only attend training one time)
- At the conclusion of the training session, Cardholders will sign for and be issued their Procurement Cards

CARDHOLDER: The Cardholder is the individual who will be using the card to make business purchases

RECONCILER: (Optional) The Reconciler is the individual authorized to code purchases and upload receipts to the file

Note: The Cardholder may Reconcile their own transactions

Name _____
Banner I.D. _____
Department _____
Title _____
Phone _____
Email _____
Signature _____
Date _____

Name _____
Banner I.D. _____
Department _____
Title _____
Phone _____
Email _____
Signature _____
Date _____

APPROVER: The Approver is the Fund Manager

Additional Approver: The Additional Approver is Optional. This option allows departments to more effectively manage workloads and out of office schedules

Name _____
Banner I.D. _____
Department _____
Title _____
Phone _____
Email _____
Signature _____
Date _____

Name _____
Banner I.D. _____
Department _____
Title _____
Phone _____
Email _____
Signature _____
Date _____

By signing this application and agreement, you agree that:

- You have a stewardship responsibility for university funds and other assets
- You will use the Procurement Card ethically for allowable expenses described in the Procurement Card Manual
- You will act in the best interest of UNC Asheville when using the Procurement Card
- You agree to abide by Cardholder, Reconciler, and Approver responsibilities listed on this document and in the Procurement Card Manual
- You will notify the Procurement Card Administrator of any separation from the University, including extended leave. Failure to do so will result in the Procurement Card user being personally liable for any charges on the Procurement Card during the time the leave occurs.

Department Head/Designee:

I hereby authorize the use of a Procurement Card by the Cardholder listed and acknowledge the appropriate business controls and processes are in place to ensure compliance with UNC Asheville's Procurement Card Policy and UNC Asheville Purchasing Policy and assume overall responsibility for all purchases incurred within my department.

Department Head/Designee Printed Name

Department Head/Designee Signature

Receipt of Procurement Card—AFTER Procurement Card Training

Cardholder Printed Name

Date

Cardholder Signature

Date

Procurement Card Administrator Signature

Date