



UNC ASHEVILLE PROCUREMENT TRAVEL CARD APPLICATION & AGREEMENT

If you need assistance while completing the Procurement Travel Card (T-Card) Application and Agreement, contact Catherine Mallon, UNCA Travel-Card Administrator by emailing cmallon@unca.edu or 828-251-6243.

Before signing and submitting this application and agreement, review the UNC Asheville Travel Card Manual and Procurement Policies (attached). Once completed, send the original Travel Card Application and Agreement to the Travel Card administrator listed above. Retain a copy of this document for your department records. Once received, reviewed, and approved by the Travel Card Administrator, the Cardholder, Reconciler, Fund Manager and Designated Approver will be contacted to attend the required classroom training.

When all of the required training has been completed by each person, the Cardholder will receive his/her procurement card. At that time, the Cardholder and Travel Card Administrator will sign the card receipt acknowledgement below.

Spending Limits:

Daily Transaction - \$5,000 Monthly Transaction - \$25,000 Single Transaction - \$5,000

Any single transaction greater than \$5,000 requires approval from the travel office.

Timeline/Deadlines for Submitting Information:

Support for all transactions must be uploaded, reconciled, and approved in the T-Card Reconciliation Program, Chrome River, prior to the 11th of each month. Card Billing Cycle: 11th of the month to the 10th of the following month.

Cardholder, Reconciler, Approver, and Additional Approver Responsibilities:

1. The travel card will only be used for approved appropriate university business.
2. Personal use of the card is *strictly* prohibited.
3. Users must adhere to the policies and procedures governing the use of the travel card as described in the Travel Card Manual.
4. Users must comply with all state and university travel and purchasing policies.
5. Users will not knowingly participate in or condone fiscal misconduct including fraud, waste, or abuse and will immediately report any occurrences to the Travel Card Administrator.
6. Users will not be influenced to use the travel card inappropriately, even if asked to do so by an individual of higher rank or position.
7. Cardholder/Reconciler will maintain the required documented receipts as support for each transaction incurred on the travel card within the department according to the University Record and Retention guidelines.
8. Users will notify the T-Card Administrator of extended leave, failure to do so will result in the T-Card user being personally liable¹ for any charges on the T-Card during the time that the leave occurs.

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CARDHOLDER

RECONCILER (if other than the Cardholder*)

Name _____
Banner ID _____
Department _____
Title _____
Phone _____
Email _____
Signature _____
Date _____

Name _____
Banner ID _____
Department _____
Title _____
Phone _____
Email _____
Signature _____
Date _____

*The Reconciler is the person who performs the T-Card Reconciliation tasks for the Cardholder. This scenario may be best suited for faculty or staff members who have an administrative support assistant or business manager who could serve as their Reconciler. The Cardholder and Reconciler may be the same person.

FUND MANAGER

FUND MANAGER DELEGATE - (optional)**

Name _____
Banner ID _____
Department _____
Title _____
Phone _____
Email _____
Signature _____
Date _____

Name _____
Banner ID _____
Department _____
Title _____
Phone _____
Email _____
Signature _____
Date _____

**The Fund Manager Delegate is an extra Approver role associated with the Travel Card. This option allows departments to more effectively manage workloads and out of office schedules. This is an optional role. Only one approver is required.

