

UNIVERSITY OF HARTFORD

Please write legibly if you decide to print and fill out manually. Thank you.

P-CARD APPLICATION

NEW APPLICATION

ADD/CHANGE (Increase / Decrease)
Circle One

CANCELLATION

CARD HOLDER INFORMATION

Name:

Second Line: **University of Hartford**

University ID:

Phone:

Current address: **200 Bloomfield Avenue**

Dept, Building & Room#:

City: **West Hartford**

State: **CT**

ZIP Code: **06117**

E-Mail address:

@hartford.edu

Default Fund:

Default Org:

Type of expenses you will be making that require the use Pcard.

SUPERVISOR / HIERARCHY INFORMATION

Direct Supervisor:

NOTE: The individual that will be reviewing your Pcard expenses.
Card will be setup accordingly.

Next Supervisory Level:

ADDITIONAL INFORMATION

Additional Documents must be attached to this application for processing. Incomplete applications will be returned.

Read Policies & Procedures

Acknowledgement of Responsibilities

Policies: uhaweb.hartford.edu/purchase

STANDARD AUTHORIZED LIMITS

General Limit **\$995/\$2,500**

Travel **\$8,000**

Office Supplies: **\$1000/\$2500**

Other **Written Justification Required**

SIGNATURES

Applicant's Signature:

Date:

Supervisor's Signature:

Date:

University Officer Approval: **(Required)**

Date:

For Internal Use Only:

Date Application Received: _____ Processed By: _____ Date: _____

Dates Training Completed: _____ Cardholder: _____

Rev. 8/2018

UNIVERSITY OF HARTFORD

PROCUREMENT SERVICES

P-Card Cardholder Acknowledgement of Responsibilities

By participating in the P-Card Program that the University of Hartford (the "University") administers, the undersigned ("Cardholder") assumes responsibilities set forth under this document pertaining to operating and administering this program. Cardholder's responsibilities include, without limitation, the following:

- Cardholder is entitled to use a University P-Card for University-authorized business expenditures, using **only** University approved vendors whenever possible. Cardholder's right to use a P-Card is subject to each guideline outlined in the University's P-Card Policy manual.
- The University issues the P-Card in the Cardholder's name. By accepting the P-Card, Cardholder assumes responsibility for the P-Card and is accountable and liable for each charge made. **The P-Card is NOT transferable and is NOT to be used by anyone other than the Cardholder.**
- Cardholder must maintain the P-Card with the highest level of security. If the P-Card is lost, stolen or the Cardholder suspects that the P- Card or its account number has been compromised, the Cardholder must immediately notify Bank of America at 1-800-822-5985 and the P- Card Program Administrator at 860-768-4007/5514.
- The University pays Bank of America monthly for all P-Card charges. The bank sends to the Cardholder a monthly statement listing any activity associated with the P-Card, including any purchase or credit made during an applicable reporting period. Although the Cardholder is not responsible to make payment, the Cardholder is responsible to verify and reconcile all related account activity, and to follow each applicable procedure under the University's P-Card Policy Manual.
- Cardholder's P-Card account is subject to any periodic internal control review or audit designed to protect the University's interests that the University conducts. By accepting a P-Card, the Cardholder is bound to comply with each applicable review or audit, including producing the P-Card upon request to validate the P-Card's existence. The Cardholder is expected to produce each applicable statement, purchasing log and receipt that the P-Card Program Administrator requests, as outlined in the University's P-Card Policy Manual.
- The University retains discretion to update or change any policy or procedure related to its P-Card Program at any time. Cardholder is entitled to prompt notice from the P-Card Program Administrator regarding each significant change in that regard. The Cardholder accepts responsibility to comply with each change to this program.
- The Cardholder must surrender and cease use of the P-Card upon termination from University employment whether for retirement, voluntary separation, resignation, dismissal or improper use of the P-Card. The University reserves a right to terminate Cardholder's use of the P-Card for any reason at any time.
- Cardholder is subject to appropriate disciplinary action upon any misuse or fraudulent use of the P-Card, which action may include requiring Cardholder to repay any cost that the University incurs for any improper transaction, up to and including termination.

By signing and initialing below, Cardholder acknowledges that Cardholder has read and agreed to each provision set forth in this document. Cardholder further certifies Cardholder's understanding and acceptance of each responsibility listed above.

The Cardholder acknowledges that they have read the Purchasing Card Policy Manual and the General Expense and Travel Policy: __ (Cardholder should initial)

Cardholder Title

Printed Name Date

Department Administrative Head Title

Printed Name Date