

**VISA® PURCHASING CARD
Employee Card Application**

Instructions:

1. Complete & Print the Cardholder Profile – Application / York University Purchasing Card Participant Agreement form
2. Read the York University Purchasing Card Participant Agreement and obtain all required signatures
3. Send the completed/approved Cardholder Profile – Application / York University Purchasing Card Participant Agreement form to Procurement Services for review and processing

Cardholder Profile – Application

By signing this application form, I consent to having the information collected by York University on behalf of US Bank Canada for the purpose of securing a University Purchasing Card, US Bank Visa® Purchasing Card. Personal information is protected under the Freedom of Information and Protection of Privacy Act. For more information, contact the Plan Administrator.

Card Applicant Name:

Card Applicant Position/Title:

JUSTIFICATION FOR PCard

1. Select the box that best describes your purchasing requirement:

2. In the box below describe the types of goods/services you would typically purchase using the University Purchasing Card.

3. Select the Average Single Transaction Limit required:

\$500.00 \$1,000.00 \$2,500.00

4. Select the Average Monthly Transaction Limit required:

\$2,500.00 \$5,000.00 \$10,000.00

Note: Temporary increases to fixed spending limits can be accommodated by submitting a Change Request to Procurement Services located at <http://www.yorku.ca/procure/internal/pcard/secure/changerequest.html>

5. If your Average Single Transaction Limit or Average Monthly Transaction Limit exceeds the University set maximums, indicate the amount you expect it to exceed and a detailed explanation for the spending increase. *Note: All spending limit increases are subject to approval by the Director, Procurement Services.*

To the best of my knowledge the above information describes the purchasing requirements that will be associated with the approved York University Purchasing Card.

Please note that the Card Requestor and the Approving Manager cannot be the same individual

Card Requestor Signature:

Approving Manager Signature:

**VISA® PURCHASING CARD
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REQUEST TYPE

- Issue Plastic
- Do Not Issue Plastic

Account Number (For Bank Use Only)

4	7	1	5	1	6															
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Illoan (For Bank Use Only)

0	0	0	0	4
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First Name	Last Name	Employee Number

Not to exceed 19 characters in length

Embossing
Y O R K U N I V E R S I T Y

Business Address	Department, Building, Room Number
4 7 0 0 K E E L E S T ,	

Account	Fund	Cost Centre	Activity	Time	Location
3 0 1 0 0 0					

City	Province	Postal Code
T O R O N T O	O N	M 3 J 1 P 3

Business Phone	Monthly Credit Limit	Single Transaction Limit
4 1 6 7 3 6 2 1 0 0		

York E-mail Address (For York Use Only)

UNIT INFORMATION (OFFICE USE ONLY)

Corporate Billing Information

Company Number Bank Assigned	Division (Numeric)	Department (Numeric)
0 1 8 3 8		0

TBR and DEF Reporting

Unit (Numeric)	Unit (Numeric)	Unit (Numeric)	Unit (Numeric)	Unit (Numeric)
0 1 8 3 8				

YORK UNIVERSITY DEPARTMENT/UNIT AUTHORIZATION:

Please note that the Card Requestor and the Approving Manager cannot be the same individual

Cardholder Requestor Name: (Please Print)		Approving Manager Name: (Please Print)	
Signature:		Signature:	
Title & Unit:		Title & Unit:	
Date:		Date:	
	Tel:		Tel:

FOR PROCURMENT SERVICES USE ONLY

Plan Administrator Authorization Signature:		Date:	
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York University Purchasing Card Participant Agreement

The York University Purchasing Card is to be used for the purchase of minor acquisitions as defined by the University. The University Policy on Procurement of Goods and Services governs the Purchasing Card Program and is available at http://www.yorku.ca/procurement/documents/pcard_policy.pdf.

York University Purchasing Card (PCard) Key Stakeholder Roles & Responsibilities

The **cardholder** is the designated employee who has purchasing duties for the unit, and/or purchases on behalf of a unit. All transactions must be approved by the Transaction Approver.

The **unit/department PCard coordinator** may be required in larger units to manage the PCard program on behalf of a unit with multiple cardholders. The unit/department PCard coordinator cannot also be a PCard holder, but may be a PCard transaction approver.

The **transaction approver** is the hierarchical supervisor of the cardholder(s) and/or has financial oversight obligations. S/he agrees to perform monthly transaction statement reviews and sign off.

The **University purchasing card program manager** is the representative in Procurement Services responsible for the management of York University's Purchasing Card Program on behalf of US Bank.

This document sets out the terms and responsibilities of the cardholder, coordinator and transaction approver of the York University, US Bank VISA Purchasing Card. My signature below indicates that I have read and understand these responsibilities, and agree to adhere to the policies and procedures established for the York University Purchasing Card program.

1. This credit card (PCard) is intended solely to facilitate the purchase and payment of goods and services required to conduct University business. This PCard cannot be used for personal purchases under any circumstance.
2. All PCard transactions will be monitored and any unauthorized use of the PCard will be immediately reported to the University purchasing card program manager. It is understood that unauthorized activity is considered misappropriation of funds that could result in immediate and irrevocable forfeiture of the PCard, and/or disciplinary action up to and including termination of employment.
3. The York University Purchasing Card is the property of US Bank and must be surrendered immediately to the purchasing card program manager upon termination of employment (i.e. retirement, voluntary separation, resignation, dismissal) or cessation of responsibility to acquire goods or services (i.e. temporary leave of absences, sick leave, long term disability etc.). Any changes to the cardholder profile and privileges must be communicated to the University purchasing card program manager in a timely manner.
4. Appropriate security of the PCard must be maintained at all times. If the PCard is lost or stolen, it must be reported immediately to US Bank and the University purchasing card program manager.
5. The Purchasing Card is issued in the name of the cardholder. **No other person is authorized to use the PCard.** Should the cardholder supply their PCard to another individual it is considered misappropriation and will result in disciplinary action. The cardholder is permitted to make purchases "on behalf of" other individuals within the department/unit with proof of their request to purchase on their behalf. Transaction receipts (e.g. cash register receipt, packing slip, internet order form, invoice etc.) must be obtained for all transactions and reconciled with the monthly Cardholder Activity report available on the Internet through US Bank's "Access[®] OnLine". The Cardholder Activity report must be reviewed, approved and signed off by the PCard transaction approver on a monthly basis. All PCard receipts and statements must be retained in the department/unit as per the University Common Records Schedule (FIN10), and made available for audit purposes.

York University Purchasing Card Participant Agreement

6. The University purchasing card program manager reserves the right to set transaction limits for all PCards. It is the responsibility of cardholders not to exceed these limits, or split transactions to avoid spending limits. Cardholders who circumvent the established limits by splitting transactions will have their cards cancelled and could result in disciplinary action.
7. Any transaction discrepancies that appear on the Transaction Summary (available on Access[®] OnLine) will be resolved by the cardholder by contacting the supplier directly.
8. Any unauthorized transactions that appear on the Transaction Summary must be brought to the attention of US Bank, PCard coordinator (if applicable), PCard transaction approver and University purchasing card program manager.
9. York University is responsible for payment to US Bank, and must ensure that all transactions comply with internal control procedures designed to protect the University's assets. The University will periodically require cardholders to produce PCard records for audit purposes and the cardholder is required to comply.
10. Transactions are the sole liability of the University and as such York University is authorized to obtain receipts from suppliers as required.
11. All charges will be billed directly to, and paid directly by the University. The issuing bank cannot accept payment from the cardholder directly.
12. The University has entered into, and from time to time will enter into, contracts with various Vendors of Record (VOR). It is the understanding that the cardholder is responsible for knowing who these VORs are and to only make purchases from these VORs for the goods and services that they are contracted to supply.

Cardholder Acknowledgement:

I acknowledge that I have read and understand the responsibilities noted above, and I agree to:

- *ensure the security of the PCard. Should the PCard get lost or stolen I will immediately report it to US Bank, transaction approver, card coordinator (if applicable) and the University PCard program manager;*
- *not allow any other person to use my PCard;*
- *not exceed the transaction limits set by the University PCard program manager;*
- *not split transactions to avoid spending limits;*
- *obtain a copy of the transaction receipts and reconcile them with the monthly Cardholder Activity report, sign the report and forward it to my immediate supervisor for review, approval and signature by the 24th of each month;*
- *resolve any transaction discrepancies by contacting the vendor directly;*
- *report any unauthorized transactions immediately to US Bank, PCard coordinator (if applicable) and the University PCard program manager;*
- *adhere to University policy and guidelines; and*
- *acknowledge that I have read and understand the responsibilities noted above as my signature below indicates.*

Name:	Title:
Department:	Email:
Signature:	Date:

York University Purchasing Card Participant Agreement

Unit/Department PCard Coordinator Acknowledgement:	
<p><i>I am responsible for managing the PCard program within my unit according to established University policy and guidelines. In addition, I agree to:</i></p> <ul style="list-style-type: none"> ▪ <i>liaise with the University PCard program manager whenever new eligible employees are identified to hold a University PCard, and ensure any lost or stolen PCard is immediately reported to US Bank and the University PCard program manager;</i> ▪ <i>notify the director, Procurement Services of any delegation of authority for the PCard Program should my status change;</i> ▪ <i>communicate any changes to cardholder(s) profile and privileges in a timely manner;</i> ▪ <i>monitor PCard usage and report any unauthorized use of the PCard;</i> ▪ <i>ensure transaction limits are not exceeded, and that individual PCards are not shared;</i> ▪ <i>ensure that monthly statements are reviewed and approved by the transaction approver;</i> ▪ <i>acknowledge that I have read and understand the responsibilities noted above as my signature below indicates.</i> 	
Name:	Title:
Department:	Email:
Signature:	Date:

Transaction Approver Acknowledgement:	
<p><i>I am the cost centre owner and/or have financial oversight responsibility for the cardholder named above and agree to ensure PCard transactions are compliant with University policy and guidelines. In addition, I agree to:</i></p> <ul style="list-style-type: none"> ▪ <i>identify and approve eligible employees who qualify to hold a University PCard (if I also serve as the PCard coordinator for my unit);</i> ▪ <i>ensure any changes to cardholder profile and privileges are communicated in a timely manner;</i> ▪ <i>ensure reasonability and eligibility of all purchases against the cost centre;</i> ▪ <i>monitor the cardholder(s) usage and immediately report any unauthorized use of the PCard;</i> ▪ <i>notify the director, Procurement Services of any delegation of authority for the PCard Program should my status change;</i> ▪ <i>review, approve and sign the monthly Cardholder Activity report for each Cardholder in a timely manner and ensure all PCard receipts and statements are retained in the department/unit to be made available for review for audit purposes;</i> ▪ <i>ensure that the cardholder is not splitting transactions in order to bypass the transaction limits set by the University PCard program manager;</i> ▪ <i>ensure that any unauthorized transactions are reported immediately to US Bank, Unit/Department PCard coordinator (if applicable) and the University PCard program manager; and</i> ▪ <i>acknowledge that I have read and understand the responsibilities noted above as my signature below indicates.</i> 	
Name	Title:
Department:	Email:
Signature:	Date: