Introducing

The NCCU P-Card
How were people chosen for the selection of the pilot group?

You were chosen by your supervisor to be either the P-Card Holder or the Reconciler.

Selections were based on current roles individuals assume for financial transactions in Eagles’ Purch and Banner.
Purpose of the card

- Standard Visa card- the credit liability rests with the University instead of the individual cardholder. This is different from the American Express travel card, in which the liability is solely the cardholder's.

- This program has been established to allow rapid purchase of low dollar goods and services while simultaneously reducing paperwork and handling costs associated with the small purchase process.

- Under no circumstance may this Visa card be used for personal purchases. All expenditures must be within the allotted budget limits with funds in place before expenditures are made.
CARDHOLDER RESPONSIBILITIES:

- Use the Procurement Card, as appropriate, to obtain goods and services required for legitimate university business purposes.

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- Each Cardholder's transactions are reviewed and approved by a higher authority (normally at the Department or College level).

- The Cardholder must obtain itemized receipts with pricing (including any tax collected by the Vendor at the time of purchase) that can be used for a monthly reconciliation process.
The Reconciler must complete the following activities each month:

- (1) Review monthly Procurement Card transactions and financial reports in detail;
- (2) complete a fund activity reconciliation report;
- (3) sign the copy;
- (4) obtain the supervisor's approving signature; and
- (5) retain a file with the

Departmental Approvers evaluate Procurement Card transactions to determine if the use of the Procurement Card is appropriate.

It is the primary responsibility of the Departmental Approver to insure compliance with Procurement Card purchasing policies as well as any applicable Federal and State laws and regulations, and/or University policies.
GROUPS

- Groups are university areas with which a card is identified. (e.g., Student Affairs, Legal Affairs, Administration and Finance, etc.)

- A number of users will be associated with a group.

USERS

- Users are the individuals who hold the card and make financial transactions on behalf of the Group. (e.g., John Doe, cardholder for Academic Affairs).
North Carolina Central University Procurement Card Program

Employee Agreement

I, the undersigned, hereby request a Procurement Card (P-Card), and acting as a North Carolina Central University (NCCU) Cardholder, agree to comply with the following terms and conditions regarding the use of the P-Card:

1. I understand that I am being entrusted with a valuable University asset and will be making financial commitments on behalf of NCCU. Accordingly, I will strive to obtain the best value for the University and comply with all procurement rules, regulations, or policies.

2. I understand that the University is liable to Bank of America for all charges made on the P-Card. I further understand that I am personally liable for the misuse of this card and will be held personally accountable for misspent funds.

3. I agree to use the P-Card for allowable purchases only. I understand that it is a violation of University policy to use the P-Card entrusted to me for personal transactions. I understand that University personnel will audit the use of this card and report and/or take appropriate action in response to any misuse of the P-Card or violation of purchasing procedures.

4. I agree to follow the established procedures for the use of the P-Card and understand that failure to do so may result in revocation of card privileges, punishment of my wages, or other disciplinary actions.

5. I agree to return the P-Card immediately upon request of my Supervisor, Department Head or other University official, or upon termination of my employment (including retirement from the University). In the event of my transfer from one NCCU Department to another, I agree to return the card assigned to me in my former position immediately and to make arrangements for a new card, as may be appropriate.

6. If the Card is lost or stolen, I agree to notify the NCCU P-Card Administrator and/or Bank of America immediately and to cooperate in seeking retrieval or return of the Card.

Employee Name ____________________________ BANNER ID # _____________ Date _____________

Employee Signature ____________________________ Campus Telephone # _____________ Initial to acknowledge receipt of card _____________

Approver’s Name ____________________________ Signature ____________________________ BANNER ID # _____________

P-Card Administrator ____________________________ Training Date _____________
The website for Works with Bank of America is:

http://www.nccu.edu/purchasing/p-card/index.cfm