University of Rochester Purchasing Card Program
P Card Manager Agreement

1. I hereby agree to comply with and enforce the P Card Program Policies and Procedures outlined on the Purchasing website @ https://www.urmc.rochester.edu/purchasing/how-to-purchase/purchasing-card.cfm and the terms and conditions defined below. I understand the card is for University-approved purchases only and I agree not to charge personal purchases. I understand that the card is not an entitlement nor reflective of title or position.

2. Improper use of this card (including personal purchases) can be considered misappropriation of University funds. This may result in disciplinary action up to and including termination of employment.

3. I agree to retrieve the card immediately upon termination of a cardholder, whether for retirement, voluntary or involuntary reasons.

4. I will comply with sound internal auditing control procedures for P Card purchases. This includes insuring the uploading of all receipts in U S Bank Access Online system, maintaining a record of business purpose; purchase authorization, proof of receipt, reconciliation of monthly bank statements and corresponding University ledger, in addition to proper record retention.

5. As the card is University property, I understand that I may be periodically required to comply with internal control procedures designed to protect University assets. Although receipts are required to be uploaded in Access Online, I may also be asked to produce other documentation to audit its use.

6. I will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since I am responsible for approving all charges (but not for payment) on the card, I will insure that cardholders resolve any discrepancies by either contacting the supplier or the bank.

7. I understand that as P Card Manager, I am responsible for insuring that cardholder(s) abide by the P Card Program Policies and Procedures and that failure to enforce the policy may result in suspension of rights in the Access Online System. The charges made against individual cards are automatically assigned to the cost center assigned to the card as specified by the department head. This code cannot be changed without department head involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges. I understand the purchasing card is not necessarily provided to all employees. Assignment is based on the need to purchase materials for the business.

P Card Manager Name (printed)        P Card Manager Signature

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Date

Department Address