



TEXAS A&M UNIVERSITY–CORPUS CHRISTI
PURCHASING CARD PROGRAM
CARDHOLDER APPLICATION/APPROVAL FORM

Once completed please email form to: pcard@tamucc.edu

New Application Dept. Transfer Renewal Name Change Other: _____

Applicant's Name _____

Department Name _____ **Bldg/Rm:** _____ **Unit:** _____

UIN: _____ **E-mail:** _____

Phone Number: _____ **Cell Phone Number:** _____

Department default FAMIS Account (and if applicable, Support Account) _____

Please provide **local account number**.. The account number designated will be the default expense account on GCMS in association with the Procurement Card (PCard).

Monthly Limit: _____

Single transaction limit: _____

(STL is \$ 2000.00 unless otherwise specified, maximum is \$5000.00)

Department contact for Audit/Reconciliation:

Name: _____ **Phone:** _____ **E-mail:** _____

Applicant Responsibilities as a Cardholder:

- Must take training courses 11010 HUB & 2112043 Purchasing Card Overview and submit with this application.
- Follow the purchasing guidelines of TAMU-CC in regards to purchases and selection of vendors.
- Agree to buy within the delegated limits approved.
- Secure the card in a safe place.
- Reconciliations are due monthly.
- Concur will route report for necessary approvals.
- Receipt requirement is as follows:
 - o All itemized receipts are required and should be uploaded into Concur

Applicant's Agreement:

I understand that I must be an employee of Texas A&M University-Corpus Christi. I agree to the responsibilities listed above and to follow the procedures set forth in the "Procurement Card Program Guide". I further agree to adhere to the departmental delegated authority guidelines and to sign the Citibank Procurement Card (PCard) Cardholder Agreement prior to Procurement Card issuance. Upon the issuance of card, I understand the improper use of this card may result in disciplinary action, up to and including termination of my employment.

Applicant's Name (Print/Type)

Applicant Signature

Date

Applicant's Name: _____

UIN: _____

Department/Division Head Responsibilities:

The Department/Division head, or Designee, is responsible for the following:

- Authorize employee to receive a P-card and set his/her p-card limits.
- Monitor accounts being used by cardholder to ensure sufficient funds are available.
- Designate an employee to do the reconciling on a monthly basis using Concur.
- Review the accounts and object codes used; review and compare all receipts with each month's transactions.
- Verify that all transactions are for university business only.
- Notify P-card Coordinator by e-mail when employee terminates employment or transfers to a different Department.
- Review activity and request cancellation of cards based on non usage to limit our liability.

Department/Division Head Approval & Agreement:

I hereby approve the applicant, listed above, for issuance of a Texas A&M University -Corpus Christi Procurement Card . I have assigned the duty to assure the account used will have sufficient funds to cover any charges made by individual. I have assigned the duty to assure monthly reconciliation of all transactions will be done as required and all documentation retained. I understand that the improper use of this card by this individual may result in disciplinary action, up to and including termination of employment. I am responsible for reviewing purchases thoroughly each month by reviewing receipts in Concur which is necessary to prevent fraudulent use of the card. I understand my responsibilities listed above. I further agree to review and be familiar with the P-Card online training prior to approving any expense reports.

Department/Division Head Name (Print/Type)

Department/Division Head Name Signature

Date

Designee Assignment: This person is designated by the Department/Division head to sign if he/she is unavailable to sign. (Designee should have a title of Associate or Assistant Vice President, Dean, Associate or Assistant Dean, Department Chair, Director, Assistant Director, or Business Coordinator/Manager.)

The person designated by the Department/Division head ensures that the account used will have sufficient funds to cover any charges made by cardholder. The designee is responsible for the following:

- Complete training and quiz for **Guidelines for Disbursement of Funds**
- Monitor accounts being used by cardholder to ensure sufficient funds are available.
- Approve the monthly Expense Report routing in concur.
- Review the accounts and object codes used; ensure all receipts are attached for review.

Designee Agreement:

I understand it is my responsibility to ensure the accounts used will have sufficient funds to cover any charges made by cardholder and to review monthly expense reports and receipts. I agree to review and be familiar with P-Card online training prior to approving any expense reports.

Designee Name (Print/Type)

Designee Signature

Date

Purchasing Department Use Only:

P-Card Program Administrator

Date

Dept. Acronym

Card Ordered (Date)

Hierarchy: _____ - _____ - _____ - _____ - _____