

VISA Procurement Card Signature Sheet

The parties, by their signatures below, acknowledge having read the Procurement Card Agreement, understand it, and agree to be bound by its terms and conditions. Subsequent addenda or amendments will be in writing, signed by all parties, and attached thereto.

Department _____ Name embossed on VISA Card _____

16-digit VISA card number (only print last 6 digits of card) _____

FIS Index code to be charged for purchases made on this VISA card _____

1. Budget Authority (defined below)

(PSU email address)

(Signature)

(Banner Log In)

Printed Name: _____ **PSU ID Number** _____

2. Business Manager (defined below)

(PSU email address)

(Signature)

(Banner Log In)

Printed Name: _____ **PSU ID Number** _____

3. Card Custodian (defined below)

(PSU email address)

(Signature)

(Banner Log In)

Printed Name: _____ **PSU ID Number** _____

1. DEPARTMENT BUDGET AUTHORITY (Chair/Director/Dean) RESPONSIBILITIES

A. Financial Responsibility:

As the Department's Budget Authority, I will review the receipts, approve expenditures and personally sign the monthly US Bank statement.

B. VISA Card Acknowledgement:

As the Department's Budget Authority, I accept responsibility for the VISA Purchasing Card listed above and agree to the stated credit limit. I have access to all associated policies and guidelines including the OUS Financial Administration Standard Operating Manual – FASOM, <http://www.ous.edu/cont-div/fasom/> and the PSU Purchasing Card Program Policies and Procedures http://www.pdx.edu/media/b/a/BAO_visa_procurement_card_user_guide.pdf I understand the rules and guidelines for purchasing card use and recognize that inappropriate usage will result in the revocation or suspension of the departmental VISA Purchasing Card.

C. Assign Custodian:

As the Department's Budget Authority, I have assigned the duties of the card custodian TO SOMEONE OTHER THAN MYSELF and acknowledge the custodian, listed above as the person who has the physical custody of the card. I understand the custodian's duties listed

below. I will ensure that the PSU Visa Procurement Card Administrator in Accounts Payable (Specialized Accounting Services) is notified in the event of any custodial changes.

D. Termination:

I will immediately notify the PSU Visa Procurement Card Administrator when I, as Budget Authority, or card custodian terminates or otherwise separates from his/her position.

2. BUSINESS MANAGER:

A. Responsibilities:

This person is the Chief Accounting and Budgetary Officer for the Department or Unit and will serve as the back-up for the Custodian. They will have the same responsibilities as the Custodian, and will also receive the Banner emails notifying them of transactions to be distributed, IV invoice #'s, posted and restricted account code usage.

B. Procurement Card Training:

This person will comply with all procurement card training, on-line or otherwise, as determined by the Oregon University System and PSU.

3. CUSTODIAN RESPONSIBILITIES:

A. Accountability and Procedures:

I will protect and control the VISA Purchasing Card at all times. I will retain physical custody of the card and will ensure that it is kept in a secure location. The card custodian will maintain the log for check out and in of the card by purchasing card users. I will report any questionable transactions to the Budget Authority and the Program Administrator. I will not give the card number to anyone except authorized PSU employees who have signed the Designated User Agreement.

All Departmental and User Agreements will be updated annually and submitted to Program Administrator for signature.

I may authorize other designated PSU employees within the department as users of the VISA card. Each employee must read section 3.0 **USER RESPONSIBILITIES** of the Procurement Card Custodian Use Agreement and sign as a designated user below. User Agreements will be updated by the Department as users change, and copy forwarded to Business Affairs for review and signature.

B. Designated Users:

As Custodian, I may authorize other designated PSU employees as users of the VISA card. Each designated PSU employee will read section 3.0 **USER RESPONSIBILITIES** of the Procurement Card Custodian Use Agreement and sign as designated user below.

C. Monthly Accounting Responsibilities:

Custodian is responsible for the following: reviewing and distributing the transactions in the Banner Purchasing Card Module FAAINVT, making any necessary corrections to posted transactions by Journal Voucher, and for reconciling the monthly transactions to the monthly bank statement(s) and ensuring that bank statements are signed by the Department Budget Authority. This person will receive the Banner emails notifying them of transactions to be re-distributed, IV invoice #'s posted, and restricted account code usage.

D. Billing Disagreement or Adjustment:

In the case of a billing dispute or adjustment that cannot be resolved with the vendor, the department will work directly with US Bank online or by phone for resolution, within 60 days of the statement date. US Bank will mail the necessary forms to the cardholder to file a written dispute.

E. Loss or Theft:

If the card is lost or stolen, I will immediately notify the PSU VISA Procurement Card Administrator at (503)725-3734 as well as US Bank Customer Service at 1-800-344-5696.

F. Card Ownership:

I understand that the VISA Purchasing Card belongs to US Bank and I will surrender it immediately when notified by the Bank or the PSU Visa Card Administrator.

G. Termination:

I will immediately notify the PSU Visa Procurement Card Administrator when an employee terminates or is otherwise removed or suspended from the authorized card user list.

H. Procurement Card Training:

I will comply with all procurement card training, on-line or otherwise, as determined by the Oregon University System and PSU.

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(BAO VISA Card Program Administrator)

(Date)

Return completed Procurement Card Signature Sheet to Kris Schultz (Mail Code BO-DO Room 153 Neuberger Hall). A fully executed copy will be returned to the VISA Card Custodian to be attached to the Procurement Card Agreement.

As a **Designated User**, I will comply with all procurement card training, on-line or otherwise, as determined by the Oregon University System and PSU.

(Signature) PSU ID (Date)
PRINTED NAME

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