

VISA Procurement, Group & Team Travel, Fuel and Hosting 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.

Name Embossed on Visa Card _____

VISA Card Number (**print last 6 digits of card only**) _____

Department _____ FIS Index Code _____

1. **Budget Authority** (defined below)

(Printed Name) (Signature)

(PSU Email Address) (Banner Log In) (PSU ID Number)

2. **Business Manager** (defined below)

(Printed Name) (Signature)

(PSU Email Address) (Banner Log In) (PSU ID Number)

3. **Card Custodian** (defined below)

(Printed Name) (Signature)

(PSU Email Address) (Banner Log In) (PSU ID Number)

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

A. Financial Responsibility:

The Department's Budget Authority will review the receipts, approve expenditures and personally sign the monthly US Bank statement and corresponding activity log.

B. VISA Card Acknowledgement:

The Department's Budget Authority will accept responsibility for the VISA Procurement Card, Group & Team Travel, Fuel and Hosting Card listed above and agree to the stated credit limit. The Budget Authority will have access to all associated policies and guidelines including PSU Procurement Card Program and Policies and Procedures <https://www.pdx.edu/financial-services/formpolicies#PCard>. The Budget Authority understand the rules and guidelines for purchasing card use and recognize the inappropriate usage will result in the revocation or suspension of the departmental VISA Purchasing Card.

C. Assign Custodian:

The Department's Budget Authority will assign the duties of the card custodian TO SOMEONE OTHER THAN HIM/HERSELF and acknowledge the custodian, listed above as the person who has the physical custody of the card. The Budget Authority understands the custodian's duties listed below and will ensure that the PSU Visa Procurement Card Program Administrator in Campus Accounting Services is notified in the event of any custodial changes.

D. Termination:

The Department's Budget Authority will immediately notify the PSU Visa Procurement Card Program Administrator when he/she, as Budget Authority, or card custodian terminates or otherwise separates from his/her position.

2. BUSINESS MANAGER

A. Responsibilities:

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

B. Procurement Card Training:

This person will comply with all procurement cards training, on-line or otherwise, as determined by Portland State University.

3. CARD CUSTODIAN

A. Accountability and Procedures:

The Card Custodian will protect and control the VISA Procurement Card at all times and 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. The Card Custodian will report any questionable transactions to the Budget Authority and the Program Administrator. The Card Custodian will not give the card number to anyone except to authorize PSU employees who have signed the Designated User Agreement.

B. Designated Users:

The Card Custodian 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 University Financial Services for review and signature.

C. Monthly Accounting Responsibilities:

The Card Custodian is responsible for 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 US Bank statement(s) and ensuring that bank statements are signed by the Department Budget Authority. This person will receive the Banner emails notifying him/she of transactions to be distributed; invoice #'s (IVxxxxxx) 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, the Card Custodian will immediately notify the PSU VISA Procurement Card Program Administrator at (503) 725-9888 as well as US Bank Customer Service at 1-800-344-5696.

F. Card Ownership:

The Card Custodian must understand that the VISA Procurement Card belongs to US Bank and he/she will surrender it immediately when notified by the Bank or the PSU VISA Procurement Card Program Administrator.

G. Termination:

The Card Custodian will immediately notify the PSU VISA Procurement Card Program Administrator when an employee terminates or is otherwise removed or suspended from the authorized card user list.

H. Procurement Card Training:

The Card Custodian will comply with all procurement card training, on-line or otherwise, as determined by Portland State University.

DESIGNATED USER:

The designated user will comply with all procurement card training, on-line or otherwise, as determined by Portland State University. Return completed VISA Procurement Card Signature Sheet to PSU VISA Procurement Card Program Administrator (Mail Code: FAST-CAS). A fully executed copy will be returned to the VISA Card Custodian to be attached to the Procurement Card Agreement.

	Name Embossed on Visa Card	Last 6 digits of the card	Index Code
1.	_____	_____	_____
	(Printed Name)	(Signature)	
	_____	_____	_____
	(PSU Email Address)	(Banner Log In)	(PSU ID Number)
2.	_____	_____	_____
	(Printed Name)	(Signature)	
	_____	_____	_____
	(PSU Email Address)	(Banner Log In)	(PSU ID Number)
3.	_____	_____	_____
	(Printed Name)	(Signature)	
	_____	_____	_____
	(PSU Email Address)	(Banner Log In)	(PSU ID Number)
4.	_____	_____	_____
	(Printed Name)	(Signature)	
	_____	_____	_____
	(PSU Email Address)	(Banner Log In)	(PSU ID Number)
5.	_____	_____	_____
	(Printed Name)	(Signature)	
	_____	_____	_____
	(PSU Email Address)	(Banner Log In)	(PSU ID Number)
6.	_____	_____	_____
	(Printed Name)	(Signature)	
	_____	_____	_____
	(PSU Email Address)	(Banner Log In)	(PSU ID Number)

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CAS Use and Approval Only	
_____	_____
(CAS VISA Procurement Card Program Administrator)	(Signature)

	(Date)

DESIGNATED USER:

The designated user will comply with all procurement card training, on-line or otherwise, as determined by Portland State University. Return completed VISA Procurement Card Signature Sheet to PSU VISA Procurement Card Program Administrator (Mail Code: FAST-CAS). A fully executed copy will be returned to the VISA Card Custodian to be attached to the Procurement Card Agreement.

(Name Embossed on Visa Card)	(Last 6 digits of the card)	(Index Code)
7.		
(Printed Name)	(Signature)	
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
8.		
(Printed Name)	(Signature)	
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
9.		
(Printed Name)	(Signature)	
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
10.		
(Printed Name)	(Signature)	
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
11.		
(Printed Name)	(Signature)	
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
12.		
(Printed Name)	(Signature)	
(PSU Email Address)	(Banner Log In)	(PSU ID Number)

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CAS Use and Approval Only	
(CAS VISA Procurement Card Program Administrator)	(Signature)
	(Date)

DESIGNATED USER:

The designated user will comply with all procurement card training, on-line or otherwise, as determined by Portland State University. Return completed VISA Procurement Card Signature Sheet to CAS VISA Procurement Card Program Administrator (Mail Code: FAST-CAS). A fully executed copy will be returned to the VISA Card Custodian to be attached to the Procurement Card Agreement.

(Name Embossed on Visa Card)	(Last 6 digits of the card)	(Index Code)
13. 		
(Printed Name)	(Signature)	
		
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
14. 		
(Printed Name)	(Signature)	
		
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
15. 		
(Printed Name)	(Signature)	
		
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
16. 		
(Printed Name)	(Signature)	
		
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
17. 		
(Printed Name)	(Signature)	
		
(PSU Email Address)	(Banner Log In)	(PSU ID Number)
18. 		
(Printed Name)	(Signature)	
		
(PSU Email Address)	(Banner Log In)	(PSU ID Number)

CAS Use and Approval Only		
		
(CAS VISA Procurement Card Program Administrator)	(Signature)	(Date)