Introduction
The University of California entered into a credit agreement with US Bank (Bank). The agreement provides designated University of California, Davis (UCD) employees with a purchasing card (P-Card) to purchase selected materials based on the delegated low value purchase authority. The P-Card is a purchase-card based system which benefits UCD and Cardholders by administering prompt payment to suppliers. The Cardholder agrees to strive to obtain the lowest overall cost and to comply with all applicable University policies and procedures. The Cardholder further agrees to abide by the limitations, exclusions and restrictions imposed on low value purchases as defined by university policy. Policy violations will result in revocation of Cardholder’s privileges, low value delegation authority and possible disciplinary action.

General Policy Guidelines
Purchasing Cards are issued at the discretion of the Associate Vice Chancellor, Supply Chain Management to delegated employees.

Ownership and Cancellation of the P-Card: The P-Card remains the Property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The cardholder is accountable for activity on the card. The Bank or UCD may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the P-Card upon request to UCD or any authorized agent of US Bank. Use of the P-Card or card account number after notice of its cancellation or for any business that is not officially authorized by the university will be fraudulent and will cause UCD to revoke the card and possibly take legal action against you as the cardholder. In addition, the Cardholder shall reimburse the University for all incurred charges and any fees related to the collection of those charges.

Spending Limits: Each P-Card has a pre-set spending limit, which may not be exceeded under any circumstances. The P-Card should be utilized as a procurement tool to purchase non-restricted goods costing less than the pre-set spending limit (including shipping, handling and tax) per vendor under UCD Policy & Procedure 350-21 - Departmental Purchase Delegations.

P-Card Abuse: Abuse of the P-Card will result in revocation of the P-Card and appropriate disciplinary action, which may include termination or prosecution. Policy violations include, but are not limited to purchases involving:

- Travel and/or Entertainment related expenses
- Items or services for personal use
- Restricted Items (refer to UCD open-vendor purchase restrictions in UCD Policy & Procedure 350-21)
- Inventorial equipment
- Obtaining cash advances
- Services without a fully approved purchase agreement
- Services without Departmental Repair Orders
- Restricted Vendors
- Exceeding bank credit line limit
- Allowing someone other than the Cardholder to use the card
- Failure to submit source documentation with timely reconciliation
- U.S. Postage stamps
- Items and services that may be covered by UC Regents Policy 5402

Usage
For additional specific usage guidelines, the Cardholder must refer to the supplemental P-Card User’s Guide, which is distributed with the P-Card and by this reference is incorporated and made a part of this agreement.

Reconciliation/Receipts
It is the Cardholder’s responsibility to obtain source documentation (i.e., transaction receipts and/or online documentation) from the merchant each time the P-Card is used. All source documentation (i.e., original transaction receipts, online confirmation, email confirmation, and packing slips) are to be attached to the P-Card reconciliation expense report. The university’s expense reconciliation system, AggieExpense (Concur) is the system of record for P-Card supporting documents.

Disputed Items
It is the Cardholder’s responsibility (PPM 350-22) to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. The P-Card User’s Guide contains specific guidelines for handling dispute resolutions.

Protecting the P-Card
The P-Card is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties. P-Card numbers and cards are to be kept secure and are considered confidential information. Orders must be placed only by the actual P-Card cardholder. No exceptions.

Validation and Safekeeping
Sign the P-Card immediately upon receipt. When the expiration date is passed and/or after you receive a new P-Card, destroy the old P-Card and dispose of it. Make sure that the vendor returns the P-Card to you after each charge and verify that the returned P-Card has your name on it. Carbon sheets should be retrieved and destroyed.

Lost or Stolen P-Cards
If the P-Card is lost or stolen, contact US Bank’s 24-hour toll-free number. The Cardholder is also required to contact the campus P-Card Administrator referenced in the P-Card User’s Guide and the department account manager or department designee.

The undersigned P-Card applicant and Department Approver request that a University of California-Davis Procurement Card be issued to the applicant. This applicant has received the required training, and agrees to complete annual refresher training, has read the above agreement and guidelines, and agrees to be bound by the terms and conditions.

Go to: lms.ucdavis.edu; login. Complete P-Card Training.
Download certificate of completion (you’ll need this later).
Go to: aggieexpense.ucdavis.edu; login.
Start a new Request.
Complete the Request Header.
Use Expected Expense Type – P-Card – New Card.
Complete required fields; add any additional information.
Attach certificate of P-Card training completion.
Submit the Request for approval routing.

APPROVAL RECORDED IN AGGIEEXPENSE (CONCUR).
SEE AUDIT TRAIL IN APPLICATION REQUEST
Cardholder Signature	Date

APPROVAL RECORDED IN AGGIEEXPENSE (CONCUR).
SEE AUDIT TRAIL IN APPLICATION REQUEST
Department Approver Signature	Date