PCARD RESPONSIBILITIES AND AGREEMENT

As employees and supervisors, we have a responsibility to ensure that University systems, procedures and processes are being used appropriately. Cardholders are financially responsible for proper use of the PCard and for submitting documentation in Workday on time. Misuse of the PCard is a serious offense which will lead to disciplinary action including but not limited to termination.

For details, please see the Cardholder User’s Guide at [http://www.miami.edu/pcard](http://www.miami.edu/pcard).

Note: The applicant must email this document to the PCard office before submitting the application. Enter in the text portion of the email the words, “I accept responsibilities for the use of the PCard.”

Cardholder Responsibilities include:

- The cardholder accepts responsibility for the use of the PCard is to be used only by the cardholder. Employees must not share the card or card number with anyone.

- The PCard must be used for University business only.

- Reconcile original receipts with the monthly statement from US Bank. The business purpose must be clearly stated in the memo section of Workday or printed on a transaction log, which can be obtained from [www.miami.edu/purchasing-card](http://www.miami.edu/purchasing-card).

- I agree and accept responsibility for the protection and proper use of the PCard as outlined in this Agreement and the User's Guide. I agree that use of the PCard is limited solely to business purposes. I agree that the PCard may not be used under any circumstances, for any personal, unauthorized or illegal charges.

- Any misuse of the PCard will result in cancellation and may also result in disciplinary action, up to and including termination of my employment.

- I understand that I have sixty (60) days from the statement date to reconcile my transactions in Workday and supported by appropriate documentation as required. If I fail to reconcile my transactions within sixty (60) days after the statement date, as required above, my PCard will be suspended/deactivated until such charges have been reconciled and approved, in addition to any other rights the University of Miami may have. Reinstatement of my PCard will require approval by my manager.

- If I have failed to reconcile my PCard within ninety (90) days after the statement date, I understand that the University of Miami will consider all unsupported charges to be personal in nature. Such charges will be reimbursed to the University through payroll deductions as described herein and in accordance with applicable law.

- I understand and agree that the University of Miami may review and investigate use of the PCard, and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation, because, the PCard is a business card, all information related to me and/or my Account (including, without limitation, account and application information, purchase and payment activity, and balance and status information) may be shared by the PCard’s issuing bank with the University of Miami and third parties, when deemed necessary for purposes of reviewing, maintaining or collecting my PCard account.

- I understand that the University of Miami may terminate my right to use the PCard at any time for any reason. I also agree to stop using the Purchasing Card upon request of the University of
Miami or the Procurement Card’s issuing bank, or immediately if I am no longer employed by the University of Miami (including, if I retire). I also recognize that the University of Miami reserves the right to cancel my PCard account if it cancels the entire PCard program with the issuing bank, or if I fail to fulfill my obligations under the Agreement. I will return the PCard to the University Corporate Card Office immediately upon my resignation, retirement or termination, or upon request by University of Miami.

- I understand that this Agreement is revocable by me at any time upon written notice delivered to the University of Miami Corporate Card Office. If revoked, I must stop using the PCard immediately and return it to the Corporate Card office with my revocation notice. I understand that if revoked, I remain responsible for any misuse and remain indebted to University of Miami for any personal, illegal, or unauthorized charges made prior to the revocation and return of the PCard.

- I will promptly notify the University of Miami Corporate Card Office upon discovering the PCard has been lost, misused, or stolen or has been subject to fraud, unauthorized use, or misuse. I agree to cooperate with any investigation concerning the loss, theft, or suspected misuse of the PCard.

- This Agreement will be governed by the laws of the State of Florida, without regard to its conflicts of law provisions. Any claims arising hereunder shall be brought in a court of competent jurisdiction in Miami-Dade County, Florida.

BY SIGNING BELOW, I CONFIRM THAT I HAVE READ AND AGREED TO THE TERMS IN THIS PCARD RESPONSIBILITIES/AGREEMENT.

**Supervisor/Manager:**

- Review each cardholder’s monthly PCard transactions, original receipts and the business purpose for each purchase to ensure that the PCard is being used appropriately.

- Ensure that there is a receipt for each transaction scanned into Workday.

- Approve all transactions in Workday indicating that a review has been conducted.

__________________________________________  ____________________________
Print Applicant’s Name  Signature of Applicant

__________________________________________  ____________________________
Date  Applicant Workday ID Number

__________________________________________  ____________________________
Print Supervisor’s Name  Supervisor’s Signature  Date