

## The Applicant Verifies:

- I am a regular employee of the University of Michigan.
- I am approved by my unit to have a P-Card.
- I am authorized to use the ShortCode listed on the P-Card Application.
- I have a designated Approver.
- I have a valid U-M email address to receive communications from the P-Card Group and the P-Card financial institution.
- I have completed the P-Card Online Training.
- I agree to read, sign and submit this agreement to Accounts Payable.

Applicant's Initials \_\_\_\_\_

### ***P-Card Cardholder Agreement***

In accordance with the University of Michigan Regents Bylaw 3.07 (2)(d) and through the delegation of authority from the Vice President and Chief Financial Officer, you are authorized to commit funds on behalf of the University and your unit by use of a University of Michigan Purchasing Card (P-Card) issued in your name by Procurement Services.

You are **personally accountable** for the following:

- Only you may use your P-Card. The card may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The P-Card financial institution and the University may suspend or cancel your Cardholder privileges at any time for any reason.
- All purchases must be made by you on behalf of and for the benefit of the University and the particular University department, school, college, office or other University entity in which you are employed.
- You will protect the P-Card from unauthorized use. You are responsible for the proper use and recording of the charges and must retain all required original receipts to be submitted with the monthly statement.
- If the P-Card is lost or stolen, you will immediately contact the P-Card financial institution to request the account be closed.
- You are responsible for following up on erroneous charges, returns, or adjustments and to ensure proper credit is received on your P-Card account, including full credit of merchandise returned to a vendor. In addition, airline ticket reissues must be placed on the same P-Card account as the original ticket.
- Single transactions for general supply items and services may not exceed \$5,000. Transactions cannot be split to avoid the \$5,000 transaction limit. It is a serious violation of the P-Card to deliberately purchase related items on different days from the same supplier to avoid the \$5,000 per transaction limit.
- Subscriptions, dues, memberships, conference registrations, travel and hosting transactions must not exceed the monthly spending limit of the card. *Please note that you may be subject to lower transaction limits as defined by your unit or department.*
- Purchases on Federally Sponsored Accounts must be made in accordance with A-21 Guidelines.  
<http://www.finops.umich.edu/SponsoredPrograms/a21.htm>
- You must abide by rules and procedures established by Procurement Services and Financial Operations.

**Failure to comply with these guidelines may result in the suspension of your P-Card and/or disciplinary action, up to and including termination.**

Policy violations include, but are not limited to:

- Purchasing items for personal use.
- Using the P-Card for purchases of \$5,000 or greater (exceptions are registrations, subscriptions, travel, hosting, and dues).
- Splitting a transaction to avoid the \$5,000 transaction limit (see item **f** above).
- Failure to return the P-Card to the Approver when reassigned, terminated, or upon request.
- Failure to submit proper documentation to the Accounts Payable P-Card Group.
- Failure to follow A-21 Guidelines for Federally Sponsored Accounts.
- Failure to follow SPG 507.1.
- Failure to send the P-Card statement by the deadline established by the P-Card Group.
- Failure to contact Procurement Services to establish contracts requiring services.
- Purchasing restricted commodities. See the Restricted Commodities Matrix at <http://www.procurement.umich.edu/pcards.html>

By agreeing to the terms and conditions outlined in this agreement, the P-Card Applicant requests approval to obtain a P-Card. By signing this agreement, the Applicant agrees to be bound by this agreement.

\_\_\_\_\_  
P-Card Applicant's Name (Printed)\_\_\_\_\_  
P-Card Applicant's Signature\_\_\_\_\_  
Date

Please sign and date this form.

Send it by mail, fax or email to:

Accounts Payable/P-Card Group

5091 Wolverine Tower 1287

3003 S State St

Ann Arbor, MI 48109-1271

Fax: (734) 764-3574 E-mail: [purchcard@umich.edu](mailto:purchcard@umich.edu)