



# **Pcard Policies & Procedures**

Controller's Office

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This guide is designed to be used in conjunction with attendance  
in training classes provided by the UNF Controller's Office  
and in collaboration with CPDT

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## Objectives:

The objective of this guide is to educate individuals in the correct usage of the University of North Florida Purchasing Card, hence forth referred to as the Pcard.

### This guide is divided into nine sections:

- Chapter 1: Pcard Card - Overview
- Chapter 2: Pcard Program Information
- Chapter 3: Travel
- Chapter 4: Documentation, Monthly Reconciliation and Post Audit
- Appendix I Purchasing Department Contacts (Will be changing)
- Appendix II Cardholder Responsibilities Checklist
- Appendix III Account Manager/Business Manager Responsibilities Checklist
- Appendix IV Replacement Pcard Receipt Form
- Appendix V Account Manager/Business Manager (Coder) Agreement Form

## Intended Audience:

Pcard holders and all those responsible for processing Pcard transactions in Banner.

## Pre-Requisites:

In order to attend this class, one must have the following pre-requisites:

- Basic Keyboard & Mouse Skills
- Attendance in the Basic Internet Native Banner Navigation Course in either Instructor-Led or Online formats



**Important Info** – Must know information.



**Nifty Note** – Nice to know information.

# Chapter One

## Pcard Overview

The UNF Purchasing card (Pcard) is a Visa credit card administered by Regions Bank in conjunction with the Banner Financial System. Pcards are for designated UNF staff and faculty to purchase allowable items for official University business. Pcards cannot be issued to students or part time OPS employees. The Pcard Administrator in the Controller's Office issues Pcards to permanent USPS; A&P; full time, regular OPS or Faculty members, at the request of the person's supervisor and/or department head and Dean, Director or Department Chair.

Just like a regular credit card, it's fast and easy. There is no waiting for a purchase order to be processed. Use of the Pcard is limited to the University employee whose name appears on the face of the card. The Pcard cannot be loaned to another person under any circumstances. If a cardholder is absent for a period of time, the department should request another card for a different designated employee, either temporarily or permanently.

Each Cardholder is responsible for the security of his/her card. All precautions should be used to maintain confidentiality of all information relating to the card such as Cardholder account number and expiration date. The account number should never be left in a conspicuous place.

The success of the Pcard program depends on the appropriate use by Cardholders, Account Managers and Business Managers and review by Financial Managers. Remember that carrying a Pcard is a privilege based on trust. Use of the Pcard does not change any of the existing UNF purchasing regulations. It is simply another tool with which to meet your department's needs in an expeditious and cost effective manner.

Each departmental Pcard team consists of the Cardholder, the Account/Business Manager (Coder), and the Financial Manager. Pcard holders must work with a departmental-designated Account/Business Manager (Coder), and Financial Manager in order for the department to be able to properly handle incoming electronic Pcard charges. Communication between the Cardholder and his/her Account/Business Manager (Coder) is essential.

#### Key Terms:

**Cardholder:** person designated by a department to be issued a Pcard and to make authorized purchases within preset limits. Cardholder training is required prior to receiving the Pcard. A cardholder must certify by written signature that he/she has read the Pcard manual and agrees to the terms provided within.

The Pcard is for the Cardholder's use only. Do not allow others to use your card or your number. Keep your Pcard in a safe place and guard your account number. Keep your card separate from your personal credit/debit cards so you do not accidentally charge personal items to your Pcard.

**Account Manager (Coder):** person designated to match receipts to charges showing in Banner, code transactions and reconcile receipts to printed monthly reports in a timely manner for auditing purposes. **Account Manager (Coder) training is mandatory.**

**Business Manager (Coder):** person delegated as backup to Account Manager (Coder) to perform the respective duties in case of the Account Managers (Coder) absence. This responsibility is required in order to meet the five (5) day deadline to code transactions.

**Financial Manager:** person designated to ensure appropriate use of the Pcard for each and every transaction; person with budgeting authority for accounts being used by cardholders and Account/Business Managers (Coders), e.g., Director, Dean or Department Head.

Each Account Manager/Business Manager (Coder) has only five (5) calendar days to process, reconcile and validate the payment within Internet Native Banner (INB). If not reviewed and approved, payment will be processed against the cardholder's default index/fund/org and account code 771098. Each Account/Business Manager (Coder) will be totally responsible for correcting his/her own budget information.

A checklist for the Cardholder and Account/Business Manager (Coder) has been designed to help aid you in correctly processing Pcard purchases. The checklist should be used for each purchase to ensure all necessary steps are followed. (Appendix II for Cardholder and Appendix III for Account/Business Manager (Coder) Checklists).



**Nifty Note**— A cardholder can be his/her own Account/Business Manager (Coder) upon approval by the department's Financial Manager.

# Chapter Two

## Pcard Program Information

### Cardholder:

- Attends **mandatory** Pcard training.
- Completes application, signs Cardholder Agreement; receives card.
- Uses Pcard for authorized purchases.
- Ensures the physical security of the Pcard and protects the account number.
- Forwards proof of purchase to Account Manager/ Business Manager (Coder) within 5 calendar days.
- Upon resignation of employment or transfer to another position within the University:
  1. Stops using the Pcard two weeks prior to resignation date or transfer.
  2. Completes Cardholder Termination Form with required signature.
  3. Returns Pcard to Pcard Administrator.



**Important Info** - A cardholder can be his/her own Account/Business Manager (Coder) upon approval by their Financial Manager.



**Important Info** - failure to comply with cardholder procedures will result in cancellation of card.

### Account Manager/Business Manager (Coder)

- Attends **mandatory** Pcard training.
- Completes Account Manager/Business Manager Agreement Form (Appendix V).
- Reviews documentation and verifies goods were received.
- Distributes the charges to the appropriate index/fund/org(s) if different than the default index/fund/org for the Pcard.
- Inputs a commodity code (except when using a liability account (Agency Fund)), description of the purchase, and account code in INB.
- Complies with 5 day processing timeframe in INB.
- Files all documentation for reconciliation in each cardholder folder.
- Reconciles monthly report.
- Forwards to Financial Manager for review and approval signature.

### Financial Manager

- Reviews monthly cardholder folders for compliance with pcard program.
- Approves and signs monthly report.
- Returns monthly folder(s) to Account/Business Manager.

## Types of Purchases Allowed


### Commodities

Any of the various supplies, materials and goods listed as an **allowable commodity** purchase on the Controller's Pcard Allowable and Non-Allowable Purchases Web site at [http://www.unf.edu/dept/controller/pcard/docs/pcard\\_Allowable\\_Non-Allowable\\_Purchases.pdf](http://www.unf.edu/dept/controller/pcard/docs/pcard_Allowable_Non-Allowable_Purchases.pdf) . It is the Cardholder's responsibility to purchase from University contracted vendors (if applicable) for any of the supplies, materials and goods listed.

Commodities on the allowable purchases list (see above link) under the UNF Purchasing Card Program provided the cost is less than \$ 999.00. (*Certain circumstances may warrant higher daily and monthly limits; these will be reviewed on a case by case basis*). If you need to purchase an item that is not listed, contact UNF's Pcard Administrator at 620-1738 or The Associate Controller at 620-2922



**Important Info** -.All funding sources may not allow the purchase of certain items listed. In order to be considered allowable and appropriate, commodities purchased with the Pcard must be considered acceptable within the specific limitations of your budget and in accordance with the laws, regulations and policies of the University of North Florida

 **Nifty Note**— All transactions conducted within the State of Florida are exempt from state and use tax. The tax exempt number is listed on each purchasing card. Federal or local taxes are not exempt.

*\*Business operations and purposes vary by department and exceptions can be provided for card usage with a written request to the University Controller from the department chair/director specifying usage and that the materials/supplies are for educational purposes and not for personal consumption or use.*

\*The State Comptroller does not allow the purchase of items for personal convenience. If you have a question regarding whether or not an item is authorized, please contact the Pcard Administrator.

\*Examples of personal convenience items:

Coffee mugs	Flowers	Refrigerators
Coffee pots	Lamps	Smoke filters
Decorative items	Microwave oven	Stoves
Desk clocks	Picture frames	Smokeless ashtrays
Dishwasher	Plants	Wall hangings
Fans	Portable heaters	

## Cardholder Types


There are three types of cardholders: individual, departmental, and institutional.

Individual Cardholders: Cardholder who has been given permission to use for university purchases.

Departmental Cardholders: Individuals who use their Pcard to purchase items for their department.

Institutional Cardholders: Those individuals who are employed in the Purchasing Department and Controller’s Office who use their Pcard to process purchase requests and invoice that are submitted by the University community.

Institutional Cardholders may have a higher individual, daily, or monthly limit on their Pcard to facilitate the procurement process. Institutional Cardholders may also use their Pcard to handle the payment for items that are not allowable commodity purchases for departmental cardholders due to the nature of their job responsibilities.

 **Nifty Note**— Some UNF departments, due to their unique activities, have been extended purchasing capabilities with their Pcard that is beyond the “allowable commodities” list. Flexibility can be extended in specific situations upon prior approval from the Pcard administrator.

## Types of Purchases Not Allowed

### Personal Purchases

The University of North Florida Pcard is to be used for official University business transactions only. Should the card be inadvertently used for a personal purchase, immediate reimbursement to the University is mandatory. Repeated use of the University Pcard for personal purchases will result in cardholder privileges being revoked.



**Important Info** – Personal purchases could jeopardize the University’s tax-exempt status, permits, and supplier contracts.

**Sales tax:** As a State agency, the University is exempt from Florida state sales tax. Merchants should be reminded by the cardholder of this exemption. The University’s sales tax exemption number is imprinted on the Pcard. Should a merchant charge the sales tax, every effort should be made to have the tax credited to the card account, if reasonable, practical and efficient. Should you not be able to obtain credit for the sales tax, information should be noted on receipt as to the reason.

### Split Purchases

Pcard transactions must not be split to divide a purchase larger than the Cardholder’s single purchase limit of \$999.00 (i.e. attempting to make a purchase of \$1,500.00 by charging \$999.00 on your card today and the remaining \$501.00 on your card tomorrow).



**Important Info** – The use of the Pcard to split a purchase will result in your Pcard privilege being revoked.

### Inappropriate Purchases

Inappropriate purchases are those Pcard transactions that are not allowable Pcard expenditures according to the University Pcard policy. When practical, the item(s) purchased should be returned to the merchant. If not, contact the Pcard administrator to ensure proper documentation of the transaction and that any follow-up issues have been addressed; e.g. purchasing a capital item that requires a property decal. Repeated purchases of non-allowable items will result in the cardholder privileges being revoked.



**Important Info** – Consequences may ultimately result in payroll deduction.

## Encumbered Purchases

The Purchasing Card Program was established, in part, to lessen the amount of paperwork and processing time currently needed for small dollar purchases. Therefore, Pcard charges will not be encumbered nor will purchase orders be issued.

## Transaction Guidelines

### Transaction Information:

Individual Transaction Limit:	\$999.00 including shipping/handling
Daily Dollar Limit:	\$999.00, including shipping/handling
Number of Transactions Allowed Daily:	No Limit
Monthly Dollar Limit:	\$2,500.00 including shipping/handling

**Cards used for travel will have a daily, per transaction and monthly limit of \$2500.00**



**Nifty Note**— Transaction limits are set at these amounts for initial card issuance and can be increased to facilitate the use of the card within stated guidelines. The Purchasing Card Application form with the dollar limit adjustments and the necessary approvals should be forwarded to the Pcard Administrator in the purchasing department.

## Disputed Transactions

If there is a dispute related to the transaction, the Cardholder should first contact the merchant to resolve the dispute. Attempts to resolve the dispute with the merchant should be documented. If there is no resolution, a notice of dispute should be forwarded to the Pcard Administrator.

### Credit Transactions

The Purchasing Card Administrator is required to monitor disputed transactions, to include working with departments, merchants, Account Managers, and Cardholders to resolve the issue and to ensure that departments receive proper credit where a credit is due.

If a Cardholder returns merchandise, a credit should be issued to the Cardholder's Pcard account and a credit card receipt obtained.



**Important Info** – Under no circumstances may a Cardholder receive cash.

Department Account Managers should identify items that need credits applied to them and contact the merchant directly to resolve credit issues. They should document all attempts to resolve the dispute with the merchant. For canceled orders, the Account/Business Manager (coder) should obtain a cancellation number and include it on the dispute form.

### Merchant Issues

Merchant issues include, but are not limited to, a charge amount that is over or under a quoted price; an incomplete, damaged or wrong order; a duplicate transaction; and non-delivery. A Cardholder first must contact the merchant to resolve these types of issues. Typically, the merchant will resolve most issues by reshipping or issuing a credit. If there is no resolution from the merchant, please contact the Pcard Administrator.

Merchants may impose shipping, restocking and handling fees, or a convenience fee. However, credit card surcharges or fees imposed to accept a credit card payment is prohibited by Visa regulations.

### Reconciling and/or Accounting Issues

Under no circumstances should a transaction be processed to reimburse the bank without an accompanying receipt or a certified copy to replace the original receipt. Credit transactions do not require a receipt, but should be documented as to their purpose.

### Regions Bank Issues

If the Cardholder, Account/Business Manager or Financial Manager notices any of their Pcards debited or credited incorrectly they should first work with Regions Bank to make the necessary corrections by contacting the 800 number on the back of the card. If reports of potentially fraudulent transactions are received, the Account/Business Manager (coder) should file a dispute with the bank and notify the Pcard Administrator in Purchasing. This form may be obtained by contacting the Pcard Administrator.


### Cardholder Issues

If an Account/Business Manager (coder) notices a potentially fraudulent Cardholder transaction, it should be brought to the attention of the Pcard Administrator immediately. The Pcard Administrator will alert Regions Bank and the Controller's office.

# Chapter Three

## Travel

*All travel policies and procedures must adhere to Section 112.061, Florida Statutes.*

 **Important Info** – A Travel Authorization Request form (TAR) must be complete prior to booking any travel related business. A copy of this TAR must be included in your Pcard documentation for travel related expenses.

### **Allowable & Non-Allowable Travel Purchases**

**(See the Controller’s Pcard Allowable and Non-Allowable Purchases Web site at**

**[http://www.unf.edu/dept/controller/pcard/docs/pcard\\_Allowable\\_Non-Allowable\\_Purchases.pdf](http://www.unf.edu/dept/controller/pcard/docs/pcard_Allowable_Non-Allowable_Purchases.pdf) .**

 **Nifty Note**– The State does not allow first class travel.

#### Airfare – Cancellation

If a flight needs to be cancelled for a non-refundable fare, cancel the flight immediately. To verify the cancellation fee is allowable, the traveler must file a Travel Reimbursement Form that includes a justification stating the business reason the airfare was cancelled. However, if a ticket is cancelled for the convenience of the traveler, the cancellation fee must be paid by the Cardholder.

## Rental Car

Travelers must call the University's rental car agency, AVIS, to make car rental reservations. If the traveler does not use the state contract, the traveler may be responsible for the difference in cost between the state contracted vendor and the vendor selected. However, if the traveler finds a less expensive rate or an Avis rental car is unavailable, a non-contracted agency may be used. Documentation should be included in the TAR.

## Registration Fees

A Travel Authorization Request form (TAR) must be completed prior to registering for a conference or event and be on file with the Travel Office.

The following items should be submitted by the Cardholder to the Account/Business Manager (coder) before a registration fee processed by the Pcard is approved:

- A copy of the approved TAR
- A conference brochure indicating the actual cost of the registration
- A copy of the agenda showing all of the days the traveler will be attending the program and any meals or lodging included in the registration fee

## Hotel Fees

The State allows single occupancy rate only. If you share your room with a coworker on University/State business, your Travel Reimbursement Form must name the other traveler. The Pcard can be used only for individual UNF official business hotel stays.

If your receipt shows double occupancy and the other occupant was not on state business, you will need documentation from the hotel that the single and double occupancy rates were the same or submit a receipt for the difference.

If the hotel is in the State of Florida, remember UNF is exempt from Florida sales tax. Often hotels require a hard copy of the tax-exempt form. Please contact the Pcard Administrator at 620-1738 for a hard copy of a tax-exempt card if you do not already have one. If the hotel is outside the State of Florida, the state sales tax may be paid by the Pcard. Do not charge any other non-reimbursable expenses to your room/Pcard. The Cardholder should forward the itemized hotel bill to the Account /Business Manager (coder) within 3 days of completing the hotel stay.

## Hotel – Check Out

If you have personal charges on your hotel bill, ask to pay for them separately. Remember to get a complete, itemized receipt of all Pcard hotel charges. Telephone charges must be documented as “personal” or “business- (name of business/person and purpose)”.

### Hotel – Cancellation

You are personally liable for any charges or penalties resulting from failure to give proper notice of cancellation.

### Restaurant/Meal Receipts

A copy of the credit card receipt from the restaurant/food vendor is required documentation. Do not submit the itemized receipt from your meal order.

## **International Travel**

Please inform the Pcard Administrator at least 48 hours in advance of any international travel or needed purchases. The Pcard program is designed with a safety feature that will decline all transactions originating from an international destination unless Regions Bank is notified.

For more detailed information on Travel policies and procedures, whether domestic or international, you are encouraged to review the Travel Training manual available for download at <http://www.unf.edu/dept/cpdt/manuals/UniversityTravelTraining.pdf> and attend the University Travel Training course when offered.

# Chapter Four

## Documentation, Monthly Reconciliation and Post Audit

*Documentation and monthly reconciliation is required for all Pcard purchases.*

### **Documentation**

All original Pcard documentation should be maintained in the department of the Account/Business Manager (coder) for each Cardholder. For travel expenses, a copy of the TAR for charges before or after the trip or Travel Reimbursement for charges after the trip, whichever is applicable, should be included with the documentation.

A copy of the Pcard receipts for travel expenses should be forwarded to the Office of Accounts Payable with a completed Travel Reimbursement Form.

The Account Manager/ Business Manager (coder) is responsible for maintaining payment activity for each Cardholder.

All receipts shall be signed and dated by the Cardholder to indicate the receipt, inspection and acceptance of the goods or services. Receipts must clearly reflect the vendor name, date of purchase and date of goods received, a description of the goods, acquired number of units and cost per unit. The combination of several documents to provide the description, number of units and cost per unit may be used (i.e., quote sheets, packing slips, web page screen-prints, cash register receipts, charge slips). Numerical code descriptions alone will not be acceptable. Original receipts supporting transactions are maintained by the Account Manager/Business Manager (coder). If the original receipt is not available then the cardholder must fill out a Replacement Pcard Receipt form (see Appendix IV), which is also available on the Controller's website.

**Missing Receipts:** Missing receipts regarding University Pcard transactions should be documented on the Replacement Pcard Receipt form. Acceptable receipt documentation for Pcard transactions includes sales receipts, packing lists, email order confirmations, etc. Repeated loss of receipts may result in cardholder privileges being revoked.

## Monthly Reconciliation

### Cardholder

- Forwards all purchase receipts associated to the Account Manager/Business Manager

### Account Manager/Business Manager (Coder)

- Receives receipts from the Cardholder weekly.
- Codes the transactions in Banner.
- Obtains Regions Bank statement from Cardholder on a monthly basis.
- Reconciles the bank statement and Banner report.
- Forwards reconciliation sheet to Financial Manager for verification and signature together with receipts, Banner report, and bank statement.
- Provides Cardholder information to Auditor when requested.

## Post-Audit

The Account Manager/Business Manager (coder) is the primary contact in the audit process. Through an organized effort in receipt retention and reconciliation the department should have no problem complying with an audit. An audit of each cardholder's records will be performed periodically. The first audit will be performed 30 days after the cardholder receives their card and the Account Manager/ Business Manager receives their training.

### Auditor

- Requests reconciliation sheet, receipts, bank statement, and Banner report from Account Manager/ Business Manager.
- Independently audits the transactions for validity and reviews the documentation to verify if it is maintained and up to date.
- Returns the documentation to the Account Manager/ Business Manager to be kept in the Cardholder's file once the audit is completed.
- Completes an audit report and sends copy to the Cardholder, Account Manager, the Controller, the Accounts Payable Manager, and the Pcard Administrator in the Purchasing Department.

### Pcard Administrator

- Receives a copy of the audit report.
- Contacts the Cardholder in case of any irregularity.
- Takes any necessary corrective action.
- Reports immediately any corrective action to The Associate Controller Director.

## Key questions

- Has the Cardholder provided an itemized receipt for a Pcard purchase?**
- Is the transaction an allowable Pcard purchase?**
- Are “unpaid” receipts maintained in a file for each Cardholder?**
- Is the Pcard transaction time frame being adhered to?**
- Is the Pcard month-end report being reconciled?**
- Does the amount on receipts match the charges in Banner?**

# APPENDIX I

<b>PURCHASING CARD CONTACTS</b>	
<p><b>Tim Watterson</b> - Pcard Administrator for Regions Bank questions, Application Review, Processing and Setup, Pcard Security Setup Application Processing. Email Address: watt0009@unf.edu</p>	(904) 620-1738
<p><b>Maggie Anderson</b> - Back-Up Pcard Administrator questions, Application Review, Processing and Setup, Pcard Security Setup Application Processing. Email Address: <a href="mailto:manderso@unf.edu">manderso@unf.edu</a> (Due to recent move to the Controller's office, Maggie Anderson will be replaced as Pcard back-up before the end of 09')</p>	(904) 620-2734
<p><b>Angela Lee</b> - Questions regarding use of Pcard for Travel. Email Address: alee@unf.edu</p>	(904) 620-2950
<p><b>Lan Nguyen</b> – Pcard Auditor Email Address: lnguyen@unf.edu</p>	(904) 620-2983
<p><b>Regions Bank</b> - To report Lost or Stolen Cards</p>	1 (888) 934-1087

## APPENDIX II

<b>CARDHOLDER RESPONSIBILITIES CHECKLIST</b>	
	Verify that there are available funds to make this purchase.
	Is this an authorized purchase? (see page 5 & 6 )
	Is this purchase within my dollar limit? Splitting transactions in order to override your single limit is not allowed.
	Can this purchase be obtained using a UNF, State Contract, or a CMBE vendor?
	Obtain the Vendor's name, address, phone, & fax number.
	Tell vendor you are using a VISA card. Do not use the terms Pcard or UNF Procurement Card.
	Tell the vendor not to charge your card until item(s) have shipped. To do so would violate their agreement with the VISA system. If this occurs, contact the UNF Pcard Administrator.
	Provide vendor with UNF's tax exempt number. UNF is exempt from Florida sales tax.
	Provide vendor with your name, building, room number and phone # for items to be shipped. Request vendor indicate Pcard on shipping label where P.O is typically shown. If order does not have this specific information, it may be undeliverable.
	Vendors should not charge any kind of credit card fee. If they attempt to do so, advise the Pcard Administrator.
	If the Pcard purchase is declined, contact the UNF Pcard Administrator. Declines can usually be resolved within 24 hours.
	Tell vendor that you must receive an itemized receipt. It can be faxed, emailed, sent with the package, or printed from the Internet.
	Submit a receipt or order form to the Account Manager within 3 days of charging the transaction.
	Keep all the shipping boxes in which the order arrives in case it needs returning, if applicable.

# APPENDIX III

<b>ACCOUNT MANAGER/BUSINESS MANAGER RESPONSIBILITIES CHECKLIST</b>	
	Check Banner DAILY for new charges.
	All transactions must be approved within 5 days regardless of reason. There are no holds or disapprovals.
	If the Cardholder is traveling and not returning to the University in time to meet the approval 5-day deadline, make sure all hard copy receipts are received in the 3-day time period stated in Appendix II (upon physical return to the University).
	Obtain a proper receipt from the Cardholder, signed, with the date items were received, the correct fund to charge, and required backup documentation.
	Forward monthly reconciliation to Financial Manager for approval of purchases.
	Are the Vendor's name, address, phone, & fax number available?
	Did the Vendor charge any kind of credit card fee? If so, contact the P-Card Administrator.
	Confirm that the vendor, dollar amount, and fund are correct in SCT Banner before coding the transaction.
	Make sure to code all transactions for each Cardholder within 5 days after showing up on the SCT Banner screen.
	Is this purchase being returned? If so, has the Vendor been contacted for a credit or a replacement?
	Have proper receipt and backup documentation for departmental Pcard files and to meet audit requirements.
	Monthly reconcile and match receipts to monthly paid charges report to verify all outstanding charges are paid correctly.

# APPENDIX IV

## UNIVERSITY OF NORTH FLORIDA PURCHASING CARD PROGRAM

### *REPLACEMENT PCARD RECEIPT FORM*

MERCHANT NAME: \_\_\_\_\_

DATE OF PURCHASE: \_\_\_\_\_

DESCRIPTION OF PURCHASE: (list items purchased)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURCHASE AMOUNT: \$ \_\_\_\_\_

RECEIPT WAS (check one) \_\_\_\_\_ LOST \_\_\_\_\_ NOT AVAILABLE

I, \_\_\_\_\_, THE UNDERSIGNED DO  
(Type or Clearly Print Name)

CERTIFY THAT THE ABOVE PURCHASE WAS MADE FOR OFFICIAL STATE  
BUSINESS.

\_\_\_\_\_  
CARDHOLDER SIGNATURE

\_\_\_\_\_  
DATE

# APPENDIX V

## UNIVERSITY OF NORTH FLORIDA PURCHASING CARD PROGRAM

### *ACCOUNT MANAGER/BUSINESS MANAGER (CODER) AGREEMENT FORM*

DEPT. SCT BANNER INDEX # \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
Last First

DEPARTMENT: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

BUSINESS ADDRESS: 1 UNF Drive, Jacksonville, FL 32224

TELEPHONE # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Account Manager/Business Manager is the individual who reviews all the cardholder transactions in SCT Banner.

By signing this agreement form, I \_\_\_\_\_,  
Account Manager/Business Manager Name

Agree to the terms in this paragraph, which state, as a University of North Florida Departmental Purchasing Card Account Manager/Business Manager (coder) that I am responsible for the coding of the Procurement Cardholder's transactions in the UNF Banner Financial System. I will be responsible for the monthly reconciliation of my department cardholder's statements with the SCT Banner Accounting System. I will also comply with all the Purchasing Card Program terms and conditions of the FL Department of Banking and Finance, Regions Bank, and University of North Florida.

Account Manager/Business Manager Signature

Date

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