

## **P-CARD DEPARTMENTAL REVIEWER AGREEMENT**

As a Departmental Card Reviewer, I agree to comply with the terms of this Agreement, the stated provisions in the Policies and Procedures Manual, and enforce the requirements of the User's Guide. I further understand that the University is entrusting me to protect their assets through supporting proper use of the card. I agree to:

- 1) Review transactions electronically using the on-line reallocation system and reallocate charges to appropriate, allowable accounts and/or object codes as necessary. I further agree to reallocate charges in the month the charge occurs and prior to that month's end. I understand that failure to reallocate charges in a timely manner will result in the charges being automatically posted to the default account(s).
- 2) Verify that receipts and other appropriate supporting documentation are on file for all purchases.
- 3) Maintain documentation for seven (7) years (six years plus the current fiscal year) in the office and/or in archives in a manner that allows for efficient retrieval for auditing purposes.
- 4) Serve as the primary liaison between the P-Card Administrator and the Cardholder(s) within my area.
- 5) Submit appropriate forms promptly to the P-Card Administrator when changes occur in a cardholder's status. Changes include, but are not limited to, Cardholder's name, default account number, alternate account number(s), and employment status.
- 6) Notify the P-Card Administrator promptly of any known or suspected inappropriate or fraudulent card use.
- 7) Assist the Cardholder(s) within my area and in the handling of disputed transactions with the issuing bank and/or supplier. Notify the P-Card Administrator by forwarding a copy of the Statement of Questioned Items form.
- 8) Deny individuals with unauthorized access to utilize the University's on-line reallocation system.

I understand that improper or fraudulent use of the online reallocation system is a violation of University Policy and will be handled in accordance with the rules and regulations dealing with disciplinary action. Any need to collect debt owed the University will be done in accordance with provisions set forth in SIU Board of Trustees 2 Policies C, or under Section 10.05 of the State Comptroller's Act, as amended.

\_\_\_\_\_  
Departmental Card Reviewer's Name (Printed)

\_\_\_\_\_  
Departmental Card Reviewer's Signature

\_\_\_\_\_  
Date

As Fiscal Officer, I approve access to the on-line reallocation system to the above staff/faculty employee and assume overall responsibility.

\_\_\_\_\_  
Fiscal Officer's Name (Printed)

\_\_\_\_\_  
Fiscal Officer's Signature

\_\_\_\_\_  
Date

A Delegate may sign for the Fiscal Officer as long as the application is not for the Delegate. If the Departmental Card Reviewer is the Fiscal Officer, then the Fiscal Officer Line must be signed by their immediate supervisor. This document must be sent along with the P-Card Cardholder Account Form.

### Procurement Services Approval:

Richard E. Jarvis

\_\_\_\_\_  
P-Card Administrator's Name (Printed)

\_\_\_\_\_  
P-Card Administrator's Signature

\_\_\_\_\_  
Date

**SUBMIT COMPLETED, SIGNED FORM TO:**

Procurement Services, MC 6813

P-Card Administrator