

P-CARD APPROVER AGREEMENT

As an Approver, 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) Approve transactions electronically using the on-line reallocation system and if necessary 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 posed 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) Notify the P-Card Administrator promptly of any known or suspected inappropriate or fraudulent card use.

NOTE: The Approver of a P-Card cannot be a subordinate to the actual holder of the P-Card. Subordinates are not authorized to approve their supervisor's P-Card transactions.

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 provision set forth in SIU Board of Trustees 2 Policies C, or under the provision of P.A. 84-803, which amended Section 10.05 of the State Comptroller's Act.

Approver's Name (Printed)

Approver'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 Approver is the Fiscal Officer, then the Fiscal Officer Line must be signed by their immediate supervisor.

Procurement Services Approval:

Missy Carter

P-Card Administrator's Name (Printed)

P-Card Administrator's Signature

Date

SUBMIT COMPLETED, SIGNED FORM TO:

Procurement Services, MC 6813
P-Card Administrator