
Please read and retain as a reference for training, login, and information.

Activation & verification codes for the card are a combination of ODU Agency code 221 and your birth date (mmddyy). Ex: 221122779

The Purchasing Card (PCard) is intended for **University faculty and staff** who frequently purchase small dollar goods and services. Foundation employees are not eligible for a card under the Commonwealth's program. Cardholders have the opportunity to purchase goods and services directly from vendors up to the transaction limit of \$4,999. The purchasing card program streamlines the procurement process for small dollar transactions, reducing administrative costs for the University and vendors.

Email completed forms to:

PCardAdmin@odu.edu

Application Steps:

1. Add card applicant to the Office of Finance Data Control's Master Signature Authority List [here](#).
2. Complete [Annual PCard Training](#) and quiz in Canvas Course named Procurement Services Training – both Card Applicants and Approver/Reviewers who have not taken the current year's training **(instructions below)**
3. Complete [SWaM Training](#) and [Ethics Training](#) – both Card Applicant and Approver/Reviewer in Blackboard
4. Email completed Cardholder Agreement and Approver/Reviewer Responsibility Form to PCard Administrators at PCardAdmin@odu.edu. **Please be sure to fill out ALL FIELDS and make sure applicant has been added to the Master Signature Authority List before emailing application.**
5. Upon receipt of all required documents, the Program Administrator will invite the cardholder to the next scheduled face to face University training where cards that have arrived will be released.
6. The Bank of America Works system will generate a one-time use "Welcome" email for the applicant with a link to log into the Works system. Please do not delete this email.

Please use the links above to ensure the correct training is taken. Please share these links with new Approvers.

Thank you for your interest in the Purchasing Card Program.

Cardholder & Account Information

ALL INFORMATION MUST BE COMPLETE TO PROCESS APPLICATION

Card Applicant Print Name	
Department Name	
Department Mailing Address	
Phone Number	
Card Applicant Email Address	
Employee Title	
Employee UIN	
Card Applicant Birth Date-mm/dd/yy (221 + birth date is card activation/verification code)	
SWaM Training completion date (Applicant)	
Ethics Training completion date (Applicant)	
Canvas PCard Training completion date (Applicant)	
Monthly Billing Cycle Limit	Choose one: \$10,000 \$15,000 \$25,000 \$50,000
If you wish to purchase domestic mass transit (airline, bus, train) tickets, submit a Travel Exception Request with this application.	Form also available on Procurement Services PCard page
If you wish to pay for Enterprise car rentals, submit a Car Rental Exception Request with this application.	Form also available on Procurement Services PCard page
Budget Code(s)	
<i>*APPLICANT must be on the master signature authority before requesting codes to be added to pcard.* Signature Authority Request Form is on the Office of Finance Data Control page here. Questions about signature authority requests should be directed to Applicant's budget manager or to Data Control in the Office of Finance.</i>	
Budget Codes Requested – see note above (no grant related)	
Budget Unit Director Print Name	
Budget Unit Director Signature & Date	
<i>By signing below as a Reviewer/Approver, I certify that my electronic signoffs will indicate that the specific goods and services are (i) essential and necessary, (ii) appropriately budgeted for, (iii) have been properly received, (iv) are in compliance with the University's SWaM Plan, (v) are in compliance with University and PCard policies and procedures, and (vi) directly support the mission of the University.</i>	
Card Approver/Reviewer Print Name	
Card Approver/Reviewer Signature & Date	
Backup Card Reviewer/Approver Print Name (optional)	
Backup Approver/Reviewer Signature & Date	

Cardholder Agreement

I, _____, (**print name**) hereby request a Bank of America Visa Purchasing Card. As an applicant, I certify that my Card Reviewer/Approver and I have both completed the Procurement Services mandatory SWaM Training and Blackboard PCard Training. As a Cardholder, I agree to comply with the terms and conditions below regarding my use of the Card.

By signing below, Cardholder agrees to:

- ✓ I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of my agency and will strive to obtain the best value for the University by using State contracts and other “preferred suppliers” as identified by the University’s Procurement Services Department.
- ✓ I understand the University is liable to Bank of America for all authorized charges made on the Card.
- ✓ I agree not to share my Card or Card number with anyone other than a vendor with which I am doing business. I agree if I share my Card or Card number with anyone other than a vendor I am doing business with, the University will take disciplinary action as a result.
- ✓ I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand the University will review the use of this Card and related management reports and take appropriate action based on any discrepancies.
- ✓ I agree to follow all State regulations and University Policies & Procedures related to procurement and the PCard. I fully understand that failure to do so may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment.
- ✓ I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my cost center to change, I also agree to return my Card and arrange for a new one, if appropriate.
- ✓ If the Card is lost or stolen, I agree to notify Bank of America, the University’s Program Administrator and my Approver immediately.
- ✓ I agree to successfully complete annual Cardholder training, as well as sign a new employee agreement at each card renewal period.
- ✓ I agree not to use my Card to pay past due invoices to circumvent Prompt Pay policies and procedures and will contact Procurement Services for guidance on past due invoice payment.
- ✓ When returning merchandise, I will specifically request the credit to be issued to the Purchasing Card.
- ✓ I agree not to write down or share my Card’s PIN number with anyone, including my Approver, University Program Administrator, or Bank of America.
- ✓ I understand that Chip and PIN technology is only utilized at point of sale by vendors who have chip enabled terminals.
- ✓ I will not store my card number on any mobile devices, nor will I utilize any type of mobile payment or digital wallet service such as Apple Pay, Google Pay, Samsung Pay, etc.

Card Applicant Signature: _____ Date: _____

The *Purchasing Card* (PCard) Program is designed to streamline the procurement process for small dollar transactions, reducing administrative cost for the University and vendors. Approver/Reviewers are expected to ensure that cardholders they supervise use cards properly. Therefore, they are expected to know general policies and procedures governing the University’s PCard Program.

By signing below, Approver/Reviewers agree to:

- ✓ Approve issuance and use of cards for employees under their supervision if the employees are University classified or faculty (not hourly or employees of the Foundation).
- ✓ Determine spending limits for the cardholder based on an estimate of the department’s spending needs.
- ✓ Ensure proper use of card by reviewing departmental charges for accuracy and appropriateness of purchases.
- ✓ Electronically review and approve the cardholder’s transactions in Works using the following documentation for the cardholder: the ODU Reconciliation report, receipts, credit slips, and other needed justifications.
- ✓ Ensure any unusual purchases are documented in the file.
- ✓ Ensure SWAM procedures were followed for all purchases.
- ✓ Ensure credit for returned merchandise is credited back to the PCard.
- ✓ Ensure the cardholder maintains the monthly reports, corresponding receipts, and other justification documents in a place accessible by approver.
- ✓ Notify the Program Administrator of a cardholder’s pending department transfer or University separation.
- ✓ Ensure cardholder signs off on outstanding charges in Works before leaving the department or University. Additionally, ensure the card is turned into the Program Administrator before the employee leaves.
- ✓ Revoke a cardholder’s card for improper use & immediately advise Program Administrator of the action.
- ✓ Complete mandatory PCard training for Approver/Reviewer annually.
- ✓ Certify by electronically signoff that the specific goods and services are (i) essential and necessary, (ii) appropriately budgeted for, (iii) have been properly received, (iv) are in compliance with the University’s SWaM Plan, and (v) directly support the mission of the University.

Date Approver completed [SWaM](#) Training _____

Date Approver completed [Ethics](#) Training _____

Date Approver completed [Annual PCard Training](#) _____

Indicate your understanding and acceptance of these responsibilities by signing and dating.

Cardholder Name: _____

Approver UIN: _____

Printed Name of Cardholder’s Approver/Reviewer

Approver/Reviewer Signature & Date