AMERICAN UNIVERSITY  
VISA PURCHASING CARD (PCARD)  
INTRODUCTION

The AU Visa Purchasing Card is a combination of two programs- a PCARD Program and a Travel Program. This policy refers to the PCARD component of the AU Visa Purchasing Card. The Tradel Card Guidelines are included in this manual and also on the Procurement & Contracts website. The advantage of the AU Visa Purchasing Card is that you get the advantage of two cards while only having to carry one. PCARD in this Policy and Procedure document refers to the PCARD-enabled functionality of the AU Visa Purchasing Card.

The PCARD Program allows authorized cardholders the ability to purchase materials needed for the operation of their departments directly from a supplier. The PCARD is designed to save time and effort from filling out requisitions, processing purchase orders, and reconciling checks with invoices. It will improve the efficiency of processing low dollar purchases from any vendor that accepts the VISA credit card. Many of the vendors who AU currently does business with by purchase order, will accept a credit card for purchases.

The PCARD is a VISA credit card product issued by Bank of America. It is designed to complement the Datatel Financial System. The PCARD is not intended to avoid or bypass any Procurement & Contract policies and procedures or restrictions. Appropriate record keeping is essential to ensure the successful use of the PCARD and to comply with all University Procurement and Contract’s policies and procedures.

The PCARD will have no impact on your personal credit. Although the card lists an individual’s name, the card is actually issued to American University. Please remember that you are committing American University funds each time you use the PCARD. This is a responsibility that should not be taken lightly. You are the person responsible for all charges made to the PCARD which has been issued to you. Intentional or fraudulent misuse of a PCARD may result in disciplinary action up to and including termination.

CODE OF ETHICS

AU Visa Purchasing Cardholders should not permit any influence which could conflict with the best interests of the University or prejudice the University’s reputation. Cardholders are expected to be free of conflicts of interest or relationships which are, or potentially could be, detrimental to the best interests of the University.

CORPORATE LIABILITY

The American University PCARD is VISA Commercial Credit Card product and as such has corporate liability. Corporate liability is defined as:
American University is not liable for transactions made by a terminated employee, once notice is provided to the PCARD Administrator, Mary Green, and the card is cancelled.

American University is liable for all charges made by an active employee.

American University is not liable for fraudulent charges if Bank of America is notified in a timely manner.

The cardholders will not be subject to a personal credit check or incur personal liability as long as these policies and procedures are followed.

**OBTAINING & ACTIVATING A PCARD**

Any University faculty and staff member who has a need to purchase goods from an external supplier, and is authorized by their School Chair or their Department Head is eligible to receive a PCARD. The first step in obtaining a PCARD is for the requestor to complete a Cardholder Application Form (located in the appendix). The completed form must contain all of the required information and be approved by the School Chair or Department Head before submitting it to Mary Green, Program Administrator (x3813).

Upon receipt of the application, all information will be reviewed and forwarded to Bank of America for Processing. Requests for new PCARDs are normally processed within 10 working days upon receipt by Bank of America. The new card will be sent to the Program Administrator who will schedule a time for cardholder training. If the supervisor (“approver”) has not completed training, the program administrator will also schedule a time for the “approver” to attend an upcoming PCARD training session. The cardholder is required to sign a Cardholder Agreement Form and attend a formal PCARD training session. After completion of the training session, the PCARD will be given to the cardholder. Upon receipt of the PCARD, the cardholder must contact Bank of America Customer Service at (888) 571-1000 to activate their PCARD using their AU identification number.

**AMERICAN UNIVERSITY PCARD POLICY**

The PCARD provides an alternative to the purchasing procedures regarding transactions for goods and certain services at $500.00 or less. To receive a PCARD, please follow these simple steps:

1. **Cardholder application** must be approved by the cardholder’s direct supervisor.

2. All cardholders must attend a formal training session prior to receiving a PCARD.

3. PCARDs can only be used for University related business purchases. No personal purchases are allowed.

4. All cardholders must sign and accept the terms and conditions of the American University PCARD Credit Agreement.doc.
5. All purchase transactions must be made by the cardholder. If a department needs more than one cardholder, additional cards can be issued in their name with the same general ledger account number.

6. Each PCARD general ledger account number can be changed to another approved account number upon review of monthly charges.

7. It is the cardholder’s responsibility to maintain adequate documentation of all transactions.

8. The cardholder must be a full-time employee of the University.

9. The PCARD CANNOT be used to purchase the following items:

   Travelers Checks   Foreign Currency   Money Orders   Cash
   Jewelry           Watches            Clocks
   Silverware Stores Contract Services Furriers Fur Shops
   Bars              Taverns            Night Clubs Lounges
   Hazardous materials Radioactive Materials Rental or lease of space
   Packaged Stores or Alcohol Beverage Control Stores (Beer, Wine and Liquor)

The Complete list can be found in the appendix.

CARDHOLDERS RESPONSIBILITY

1. Billing, verification and authorization will take place once a month on the Bank of America “WORKS” website, payment2.works.com. Individual cardholders will receive a welcome email from the Works system. There will be a link to set up a system password which will enable them to access their credit card charges online. No statements will be mailed to the cardholders. It is the cardholder’s responsibility to match receipts against the online statement and obtain their supervisor’s approval. The approved receipts should be forwarded to the departmental administrator to be kept in the departmental files for a period of two (2) fiscal years.

2. If a charge on the account is in error, it is the responsibility of the cardholder to contact the vendor in question and request a credit to their card account. If credit is not given in 45 days, then contact: Bank of America Customer Service Department at the number below.

3. A cardholder may also dispute a charge that appears on their monthly online PCARD statement. If there is a charge that is not recognized by the cardholder, or if it appears to be incorrect, the cardholder must first attempt to resolve the issue with the supplier. If a resolution with the supplier is not possible the cardholder must dispute the charge formally on the website. During the investigation, a credit will be issued to the cardholder's account for the amount questioned. When Bank of America has completed the investigation, the cardholder will be notified of the resolution. If the dispute is not
settled in the favor of the cardholder, the account will be charged for the disputed transaction amount.

4. If the PCARD is lost or stolen, it is the responsibility of the cardholder to immediately contact:

   Bank of America 1-888-449-2273

   It is also necessary to contact the PCARD Administrator (Mary Green x3813) as soon as possible to cancel the stolen card and issue a new card.

5. The PCARD must be turned into the supervisor when the cardholder leaves the University. The Purchasing Office must be notified immediately by the cardholder’s supervisor so the card can be canceled.

6. Violation of these policies can result in suspension or termination of card privileges and/or disciplinary action to include termination of employment, and may result in criminal prosecution.

**SUPERVISORS RESPONSIBILITY**

1. The supervisor for each cardholder is responsible for the employee’s use of the card.

2. The supervisor is responsible for notifying the PCARD Administrator (x3813) upon termination or transfer of the cardholder, which includes a cardholder who changes departments or assignments within the University and is no longer a member of the previous department.

3. A supervisor who has authorized the use of PCARDs within their department must sign and accept the terms and conditions of the American University Purchasing Agreement along with each cardholder for which they are responsible.

   NOTE – This signature may not be the same as the cardholder.

4. It is the supervisor’s responsibility to review and approve the charges made by a cardholder they supervise online by the 30th day of each month for which there are charges.
HOW TO USE THE PCARD

These guidelines should be followed when using the PCARD:

1. Identify if the purchase is appropriate for the PCARD by making sure the items is not on the Restricted Commodities.doc List.

2. Purchases from friends, relatives, or from companies where the cardholder has a financial interest are prohibited. The cardholder must not accept any gift or gratuity from any vendor when it is offered, or appears to be offered, to influence your decision-making regarding p-card purchases.

3. Make sure that the appropriate department administrator has approved the purchase and that you have followed all Policies & Procedures within this manual, including any specific departmental procedures regarding ordering process and all procedures regarding record retention.

4. When receiving a shipment, it is the responsibility of the cardholder to properly inspect the shipment. In cases of returns, the cardholder is responsible for coordinating the return directly with the supplier.

5. All packing slips must be retained as part of the purchase documentation.

**REMEMBER**

1. No single purchase is to exceed $500.00.
2. The PCARD is not to be used for the Restricted Commodities.doc.

Purchases for these restricted commodities and for purchases of $500 or more should continue to be processed in accordance with established Procurement & Contracts policies and procedures.

MAKING THE PURCHASE

The PCARD simplifies the purchasing/disbursement process. Purchasing responsibility is delegated to the cardholder to place an order directly with the vendor. The PCARD program provides enhanced control for all transactions by producing immediate decisions on specific authorization criteria. There are three main methods of making purchases.

Direct

When making an over-the-counter direct purchase:

• Verify that the vendor accepts VISA. Once you have determined that the vendor will accept visa, provide the p-card for payment. EMPHASIZE that the University is a Tax Exempt Institution and the that purchase is
exempt from state and local sales tax. If necessary, provide a copy of AU’s tax exemption certificate.
• Verify that no sales and use tax is included in the final purchase price before signing the sales draft.
• Retain the receipt

Phone or Fax

When placing an order via phone or fax always state that you are calling from University and you will be making a VISA PCARD:
• Provide the vendor with the requested card information.
• Make sure to tell the sales representative over the phone, or indicate on the fax order form, that the University is a Tax Exempt Institution and the that purchase is exempt from state and local sales tax. If necessary, provide a copy of AU’s tax exemption certificate.
• If the shipping address is not the same as the billing address, give the vendor detailed shipping instructions to include the proper shipping address.
• Retain appropriate documentation for the purchase

Internet Orders

When placing Internet orders:
• If available, always use the Governmental or Educational section of the vendor’s website for placing orders to ensure tax exemption. If the vendor does not have these sections available, the vendor may inadvertently charge sales and use tax. If this is the case, the cardholder must contact the vendor to request a credit to the p-card and if necessary, provide a copy of the sales tax exemption certificate.
• Complete the necessary order process and provide card information to include the billing address that appears on the cardholder bank statement.
• Retain appropriate documentation for the purchase

PROOF OF PURCHASE DOCUMENTATION

The PCARD will eliminate the time and effort spent on processing requisitions and expense authorizations, filing of purchase order copies, and the reconciliation of invoices.

With this authority comes the responsibility for maintaining adequate documentation at the source of the transaction. All documents relating to purchase and receipt of goods must be retained for two (2) fiscal years in the department.

Each cardholder has the ability to print a monthly statement of their charges from the Bank of America website, payment2.works.com. This functionality will be explained in the training session each cardholder is required to attend. Documentation must be maintained to record the transactions at its source. Documentation must support the legitimate business
purpose of all transactions made with the PCARD. Supporting documentation should include the following items:

- Copy of an order form or application when available
- Packing slip for goods received
- Cashier receipt or vendor invoice

**Missing/Lost Receipts**

If you do not have a receipt for a legitimate p-card purchase, you must:
- Contact the vendor to request a receipt. Write down who you talked to, when, and the outcome of the conversation.
- If purchased online, sign in and see if you are able to view the status of the order and retrieve a receipt.
- As a last resort, complete the missing receipt form. In order for the missing receipt form to be valid it must include original signatures of the cardholder, the supervisor and the p-card administrator.

Please Note: Use of the missing receipt form more than three times in one fiscal year will result in temporary suspension of card privileges.

Periodic audit will occur.

**ALLOCATION OF CHARGES**

Each PCARD is assigned to a default university general ledger code within their department. The charges made to the PCARD will be visible online at payment2.works.com. Each cardholder will be required to review the charges online, leave a brief comment online and acknowledge receipt of each item by checking the sign off button (bottom right-hand corner).

Changes to the assigned general ledger code are allowed within the current cycle month only. The closing date for the card is the 25th of the month. Each cardholder must review their charges by this date and reallocate to general ledger codes at this time. Once reviewed by the cardholder, the cardholder’s supervisor will have until the 30th to approve the charges. Once approved by the supervisor, the charges will be automatically charged to the cardholder’s general ledger under the object code assigned by the cardholder.
VISA PURCHASING CARD (TRAVEL CARD COMPONENT)

The AU Visa Purchasing Card is a combination of two programs - a PCARD Program and a Travel Program. This policy refers to the Travel component of the AU Visa Purchasing Card. The Travel Card Guidelines are included in this manual and also on the Procurement & Contracts website. Travel Card in this Policy and Procedure document refers to the Travel-enabled functionality of the AU Visa Purchasing Card.

The Travel Card is a VISA credit card product issued by Bank of America. It is designed to complement the Datatel Financial System. The Travel Card is not intended to avoid or bypass any PCD and Accounts Payable policies and procedures or restrictions.

The Travel Card will have no impact on your personal credit. Although the card lists an individual’s name, the card is actually issued to American University. Please remember that you are committing American University funds each time you use the Travel Card. This is a responsibility that should not be taken lightly. You are the person responsible for all charges made to the Travel Card which has been issued to you. Intentional or fraudulent misuse of a Travel Card may result in disciplinary action up to and including termination.

The Travel Card is designed to help defray out-of-pocket costs for University faculty and staff whose job responsibilities require frequent travel for University business. Cards are issued in the traveler’s name and usage is restricted to the individual named on the card. Purchases on the Travel Card are limited to airfare/train reservations; hotel (lodging and banquet services); hotel parking and documented/itemized business expenses charged to the hotel; and rental car services.

The Travel Card is subject to a maximum monthly spending limit of $5,000. Purchases must not be split to avoid the established single transaction limit. Cash Advance spending limit of $500 is available for all international travel purposes upon written request and approval by card’s supervisor.

Appropriate record keeping is essential to ensure the successful use of the Travel Card and to comply with all University Procurement and Contract’s policies and procedures. Documentation must support the legitimate business purpose of all transactions made with the Travel Card. Supporting documentation should include the following items:

- **Airline Tickets/ Train Reservations** – the receipt or e-ticket summary itemizing all costs.
- **Hotel Registration** – an original hotel receipt/portfolio itemizing all costs.
- **Car Rental** – an original car rental agency bill itemizing all costs.

If the required documentation is not available, an explanation must be recorded on the transaction record within the Bank of America Works system.
LOST, STOLEN, CANCELLED, REASSIGNED OR REISSUED PCARDS

Call (888) 449-2273 immediately if a VISA Purchasing Card (PCARD) is stolen or lost.

1. It is the responsibility of the cardholder to report a lost or stolen PCARD **immediately** to Bank of America at (888) 449-2273. Bank of America representatives are available 24 hours a day, seven days a week. When reporting a lost or stolen card, the cardholder **must** tell the representative the call is regarding a VISA Purchasing Card.

   After reporting a lost or stolen card to Bank of America, the **cardholder must also immediately phone and report a lost or stolen card to the Program Administrator, Mary Green x3813.** The Program Administrator will also require that the information regarding the lost or stolen card be put in written form and faxed or e-mailed within 48 hours of being reported. The written notification should include the following information:

   - Was the card lost or stolen?
   - Cardholder name
   - Cardholder account number
   - Date the lost/stolen card was reported to Bank of America
   - If stolen, a copy of the fraud affidavit forwarded to mgreen@american.edu

2. To cancel a PCARD, or change the status of a cardholder (i.e. name change), notify Mary Green email at mgreen@american.edu or Evan Bradford at ebradfo@american.edu.

3. A new PCARD will automatically be processed and sent to the Procurement and Contracts Department. Cards typically take 2 – 3 days to process. Cardholders will be notified when and where to pick up their new cards.

AUDITS

To ensure the continued success of the PCARD Program and meet American University audit requirements, periodic audits of a cardholder's transaction file and monthly summaries may occur. The Procurement and Contracts Department reviews the summary of departmental charges monthly and may question the relevancy of any particular transaction. The primary purpose of the audit is to ensure that the cardholders adhere to the University's Policies and Procedures.
Auditors will be looking for the following:

1. Proper documentation is being retained
2. Items purchased are from preferred or approved suppliers
3. **Items purchased are not from the restricted commodities list**
4. Items purchased are directly for American University

**Field Audits** are completed periodically.

The P-Card Administrator will quarterly review the following:

- Review of departmental p-card processes to ensure adequate segregation of duties between the cardholder, reconciler and the approver.
- Review of the cardholders, the reconcilers and the approvers responsibilities
- Receipt availability
- Bank statement review
- Complete required documentation

Any alleged violation or questionable transaction could result the cardholder receiving a non-compliance warning from the P-Card administrator. Any charges falling outside of the above criteria will be reimbursed to American University by the cardholder and may result in the loss of PCard privileges.

**PCARD SECURITY**

The PCARD should always be treated with at least the same level of care that you treat your own personal credit cards.

- **STORAGE OF THE PCARD- Keep** your PCARD in an accessible but secure location. Since you, as the cardholder, should be the only one using the card it needs to be accessible only to you.

- **ACCOUNT NUMBER**- Guard the account number carefully! Do not post it at your desk or write it in any other place that is easily accessible by others.

- **SHARING (OR USE BY SOMEONE OTHER THAN THE CARDHOLDER)** - The only person entitled to use the card is the person whose name appears on the face of the card. Do not lend your card to another person for use. If the cardholder is going to be absent from the office for an extended period, the department manager may request that a new card be issued to a different person for the duration of the absence, or that a card be suspended for a certain timeframe.
EMPLOYMENT STATUS

Only Full-time American University employees can be issued a PCARD. Temporary employees of American University are not eligible for PCARDS.

Cards should not be issued to employees on probation. A Dean’s (or higher depending on the position of the new cardholder) signature will be required for a new employee still on probation.

Changes in Status:

When a cardholder terminates employment with the University, or transfers to another University department, he/she must return the PCARD to his supervisor (“Approver”). The PCARD should be cut in half and returned to the Procurement and Contracts Department. Procurement who will in turn will cancel the card with Bank of America. If the employee is to be issued a card in his/her new position a new card with a new account number will need to be issued.

NOTE- Any charges made to the PCARD belonging to a terminated employee must be reimbursed to American University by the cardholder.

KEY CONTACTS

The following resources are available to help you with use of the PCARD, answer any questions you may have, or help solve any problems that may arise:

1. To cancel or report a stolen VISA Purchasing Card (PCARD), please call (24 hours a day):  (888) 449-2273
2. To request assistance with use of your PCARD or apply for a PCARD, please call or email one of the AU VISA Purchasing Card Program Administrator:

   Mary Green  
   (202) 885-3813  
   mgreen@american.edu  
   Or  
   Evan Bradford  
   (202) 885-3814  
   ebradfo@american.edu
RESTRICTED COMMODITY LIST

BUSINESS SERVICES

ACCOUNTING, AUDITING, BOOKKEEPING SERVICES
ATTORNEYS LEGAL SERVICES
CONSULTING, MANAGEMENT & PUBLIC RELATIONS
CONSUMER CREDIT REPORTING AGENCIES
EMPLOYMENT AGENCIES, TEMPORARY HELP SERVICES
EQUIPMENT RENTAL & LEASING SERVICES
STENOGRAPHIC SERVICES
TAX PREPARATION SERVICES

CLEANING SERVICES

CLEANING & MAINTENANCE, JANITORIAL SERVICES
EXTERMINATING & DISINFECTING SERVICES
SPECIALTY CLEANING, POLISHING & SANITATION PREPARATIONS
WINDOW CLEANING SERVICES

CLOTHING

ALTERATIONS, MENDING, TAILORS
CHILDREN’S AND INFANT WEAR STORES
FURRIERS & FUR SHOP
LEATHER GOODS & LUGGAGE STORES
SHOE STORES
WOMEN’S ACCESSORY AND SPECIALTY SHOPS

COMMUNITY AGENCIES

BAIL BONDS & PAYMENTS
COURT COST INCLUDING CHILD SUPPORT & ALIMONY
DEBT, MARRIAGE & MARRIAGE COUNSELING SERVICES
DETECTIVE AGENCIES, PROTECTIVE AGENCIES, SECURITY SERVICES INCLUDING ARMORED CARS AND
GUARD DOGS
DIRECT MARKETING INSURANCE SERVICES
DIRECT SELLING ESTABLISHMENTS, DOOR TO DOOR SALES
FINES
INSURANCE CARRIERS, SALES AND UNDERWRITING, PREMIUMS
TAX PAYMENTS

CONTRACTORS

AIR CONDITIONING, HEATING AND PLUMBING CONTRACTORS
CHEMICALS AND ALLIED PRODUCTS
COMMERCIAL EQUIPMENT
CONSTRUCTION MATERIALS
ELECTRICAL CONTRACTORS
ELECTRICAL PARTS AND EQUIPMENT
GENERAL CONTRACTORS
HORTICULTURAL AND LANDSCAPING SERVICES
INDUSTRIAL SUPPLIES
INSULATION, MASONRY, PLASTERING, STONWORK
LAWN & GARDEN SUPPLY
METAL SERVICE CENTERS
PETROLEUM & PETROLEUM PRODUCTS
PLUMBING & HEATING EQUIPMENT
ROOFING AND SIDING, SHEET METAL WORK
WELDING SERVICES

FINANCIAL INSTITUTIONS/CREDIT
MONEY ORDERS – WIRE TRANSFER
SECURITY BROKERS/DEALERS

FOOD/BEVERAGE
CIGAR STORES AND STANDS
CONVENIENCE STORES, MARKETS, SPECIALTY STORES & VENDING MACHINES
PACKAGE STORES, BEER, WINE AND LIQUOR

HEALTH SERVICES
CHILD CARE SERVICES
CHIROPODISTS, PODIATRISTS
DENTAL & MEDICAL LABORATORIES
DENTISTS, ORTHODONTISTS
DOCTORS, PHYSICIANS
HEALTH PRACTITIONERS, MEDICAL SERVICES
HEARING AIDS, SALES & SERVICES
HOSPITALS
LABORATORY/MEDICAL
NURSING & PERSONAL CARE FACILITIES
OPTICAL GOODS
OPTICIANS, OPTOMETRISTS, OPHTHALMOLOGISTS
ORTHOPEDIC GOODS, ARTIFICIAL LIMB STORES
VETERINARY SERVICES

HOME SERVICES
ANTIQUE SHOPS
AQUARIUMS
ART DEALERS & GALLERIES
BUILDING MATERIALS, LUMBER STORES
CARPENTRY
COMMERCIAL FURNITURE
CRYSTAL, GLASSWARE STORES
DRAPEY, UPHOLSTERY & WINDOW COVERINGS
FURNITURE & HOME FURNISHING STORES
FLOOR COVERING
FURNITURE REUPHOLSTER & REPAIR, REFINISHING
HOUSEHOLD APPLIANCE STORE
PAINT & WALLPAPER STORES
PERSONAL SERVICES

BARBER SHOPS & BEAUTY SHOPS
COSMETIC STORES
ELECTRIC RAZOR STORES
FUNERAL SERVICES
INFORMATION RETRIEVAL SERVICES
PAWN SHOPS
PET SHOPS & SUPPLIES STORE
PHOTOGRAPHIC STUDIOS
PRECIOUS STONE & METALS, WATCHES & JEWELRY
RECORD SHOP
STAMP & COIN STORES

RECREATION

AMUSEMENT PARKS, CARNIVALS, CIRCUSES
ATHLETIC FIELDS, COMMERCIAL SPORTS, PROFESSIONAL SPORTS CLUB
BANDS, ENTERTAINERS, ORCHESTRAS
BARS, COCKTAIL LOUNGES, NIGHTCLUBS & TAVERNS
BICYCLE SHOPS & SERVICES
BILLIARD & POOL ESTABLISHMENTS
BOAT DEALERS, RENTALS & LEASES
BOWLING ALLEYS
CAMPGROUND, TRAILER PARKS, CAMPER DEALERS
DANCE HALLS, STUDIOS & SCHOOLS
HEALTH & BEAUTY SPAS
MARINAS, MARINE SALES & SERVICE
MASSAGE PARLORS
MOTION PICTURE & VIDEO TAPE PRODUCTION
MOTION PICTURE THEATRES
SPORTING GOODS STORES
SWIMMING POOLS
TENT & AWNING SHOPS
TICKET AGENCIES
TOURIST ATTRACTIONS
TOY & HOBBY SHOP
VIDEO GAME ARCADES
VIDEO TAPE RENTAL STORES

REPAIR SERVICES

AIR CONDITIONING & REFRIGERATION REPAIR SHOPS
ANTIQUE REPRODUCTION STORES
APPLIANCE REPAIR SHOPS, ELECTRIC & SMALL
ARCHITECTURAL ENGINEERING & SURVEYING SERVICES
CLOCK, JEWELRY REPAIR
HAT CLEANING, SHOE REPAIR SHOP
RADIO, STEREO, TV REPAIR SHOPS
SALVAGE & WRECKING YARDS
TIRE RETREADING & REPAIR SHOP

TRAVEL AND ENTERTAINMENT
AIR CARRIERS
AIRCRAFT
AIRPORT TERMINALS
Cruise Lines/Steamships
Time Shares

TRANSPORTATION

AMBULANCE SERVICE
AUTOMOBILE ASSOCIATIONS
AUTO STORES
AUTOMOBILE & TRUCK DEALERS
AUTOMOBILE BODY REPAIR
AUTOMOTIVE TIRE STORES
MOBILE HOME DEALERS
MOTORCYCLE DEALERS
PUBLIC WAREHOUSING
RAILROADS
SNOWMOBILE DEALERS
TRUCK & UTILITY TRAILER RENTAL
TRUCK STOP TRANSACTIONS

UTILITIES

FUEL DEALERS – COAL, FUEL OIL, PETROLEUM
UTILITIES SERVICES

MISCELLANEOUS

BETTING (INCLUDING LOTTERY TICKETS, CHIPS AT CASINOS, OFF-TRACK BETTING
DATING & ESCORT SERVICES
I _____________________________________, do certify that the purchase below was made for official AU business. (PRINT NAME) This form will be kept with my original receipts for two fiscal years.

For services rendered. Merchant Name

__________________________________________________________

PURCHASE AMOUNT : $_________________ USD.

Method of Purchase  ____ Fax _____ Telephone _____ Internet _____ Storefront _____ Other

Description of Purchase:

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

______________________________________________________
______________________________________________________
______________________
CARDHOLDER SIGNATURE             DATE

______________________
______________________
SUPERVISOR SIGNATURE             DATE

A copy is required to be emailed to the AU PCard administrator - Mary Green at mgreen@american.edu.
This form is used by the American University P-Card administrator to warn a cardholder of a p-card issue that needs to be resolved. The form identifies the issue, notes the corrective action required and a time frame for resolution.

**If the cardholder corrects the issue within the specified time frame, no further action is necessary.**

Cardholder Name ___________________ Department ___________________

Form issued by:   Mary Green   Lead Buyer & Tech Spce

Name ___________________ P-card Statement Month ___________________

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**RECONCILIATION INCOMPLETE**

- [ ] Cardholder Review was not completed online by due date

**TRANSACTION COMPLIANCE ISSUE**

- Transaction Date ____________  Merchant ____________________________  Amount ____________
- [ ] Unauthorized purchase  [ ] Failure to Purchase from Contract Vendors
- [ ] Improper record keeping  [ ] Questioning business nature of transaction
- [ ] Split Transaction to avoid card limits
- [ ] Other ____________________________

**ACTION REQUIRED BY CARDHOLDER:**

- [ ] Written justification of purchase signed by approving official (Please forward original to Mary Green in Procurement, Brandywine 200 – 8020.)
- [ ] Cardholder Retraining
- [ ] Transaction sign-off for the period _______ to _______
- [ ] Submission of receipts for the period _______ to _______
- [ ] Other ____________________________

*Action to be completed no later than ____________

**IMPORTANT INFORMATION FOR THE CARDHOLDER**

Please contact Mary Green, PCard Administrator if there is an issue preventing resolution by the specified date. If the issue remains unresolved past the date specified above, your account may be suspended.

**PROCUREMENT & CONTRACTS Use Only**

The cardholder has not remedied the non-compliance issue. Our department is requesting the following action:

- [ ] Warning letter to cardholder
- [ ] Suspend p-card immediately for period of _______ (no less than 1 month)
- [ ] Other ____________________________

Please provide an explanation for your recommended action: ____________________________

______________________________  ____________________________
Director - PCD Signature:  Date
APPLICATION FOR AMERICAN UNIVERSITY VISA PURCHASING CARD

Personal Information

* First Name: ________________________
Middle Initial: ________________________
* Last Name: ________________________
* Business Phone: ____________________
* AU Email Address: __________________
* AU ID Number: _____________________
  Date of birth: Month ____________
  Day: ______________
  Year: ____________

Supervisor Name: _____________________
Supervisor Email: _____________________

Mailing Address Information

* Department Address   __________________________
* Street Address:  4400 Massachusetts Avenue NW
  * City: Washington
  * State: DC
  * Zip: 20016

Additional Business Information

Type of Card: ______________________
(PCard, Travel, Both)
Department Name: __________________
G/L Account #: ____________________

Card Settings

Purchasing Credit Limit $2,000.00 $$
Single Purchase Limit $500.00 $$
Travel Card Limit $5,000.00 $$
**Employer Conditions**

**PCard:** I agree to use this card for American University departmental approved purchases **only** and agree **not** to charge personal purchases. I understand that the University will audit the use of this card and report any discrepancies. Should I fail to use this card properly, I authorize American University to deduct from salary that amount equal to the total of the discrepancy. I also agree to allow the University to collect such amount even if I am no longer employed by American University. I understand that American University may terminate my right to use this card at any time for any reason. I agree to return the card to the University immediately upon request or upon termination of employment.

**Travel Card:** I agree to use this card for American University business travel. I understand that all charges must be according to the current travel policy at AU. I understand that if my request is granted, all amounts will automatically be charged to my budget account number. All receipts should be reconciled with the online statement. All receipts should be retained by the Department for 5 fiscal years. I understand all these terms and agree to abide by them.

**Both:** I agree to abide by the policies as stated above for the **Pcard and Travel Card.**

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Agreement to Accept the Bank of America Visa Purchasing Card
Issued by American University

American University is pleased to present you with this Bank of America Visa Purchasing Card. It represents American University's trust in you to safeguard the University's assets and purchase items for your department in a responsible and cost conscious manner.

I, ___________________________, hereby acknowledge receipt of the Bank of America Visa Purchasing Card. As a University Cardholder, I agree to comply with the terms and conditions of this agreement, including American University Purchasing and Travel Guidelines located in the PCARD Manual and outlined on the Procurement & Contracts website, http://www.american.edu/finance/cop/CreditCardProcedures.html.

I acknowledge receipt of the procedures and confirm that I have read and understand the terms and conditions. I understand that American University is liable to Bank of America and Visa for all the University's charges.

I agree to use this card for American University departmental approved purchases only and agree not to charge personal purchases. I understand that the University will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize American University to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the University to collect such amount even if I am no longer employed by American University.

I understand that American University may terminate my right to use this card at any time for any reason. I agree to return the card to the University immediately upon request or upon termination of employment.

Signature ___________________________________

Department_________________ Building__________

Phone Ext. _________________________________

Date of Agreement __________________________