

# Procurement Card Application Form Instructions

To be used by UW employees for wide-ranging small dollar purchases up to \$2000. Purchases above \$2000 are approved on a case-by-case basis by ProCurement Card Services.

## Cardholder Data

**UW Net ID:** User name used to login to MyUW. It is the email address for most of UW employees. This is *not* your Employee Identification Number.

**UW Employee ID:** The nine digit Employee Identification Number can be located in the Employee Self-Services web pages in MYUW.

**Last, Middle, First Name:** Limit of 24 characters (including spaces) for entire name.

**Cardholder Email Address:** Please provide complete email address.

**Dept./Work Unit Name:** The common descriptive name of the cardholders department or work unit. It could be a department or a division name (i.e., *Financial Services*). This data field is limited to 24 characters (including spaces).

**Dept./Work Unit Address:** The building name and address number in which the cardholders work unit resides. This will be the cardholder's billing address. All vendor documentation must be sent to the cardholder/department. Do not use the department name or campus box number for this field. This data field is limited to 24 characters (including spaces).

**UW Mailbox, City, State & Zip Code:** Complete the "Dept/Work Unit" address with the suitable information for deliverable mail to the primary user or work unit.

**Cardholder Signature:** Cardholder must sign signifying understanding of UW ProCurement Card conditions.

## College/Department Data

**Account Reconciler Name:** The reconciler is someone other than the cardholder, who is responsible for reconciling the cardholder's ProCurement Card account. It is the second transaction review procedure after the cardholder's online review and is usually done by a person with administrative responsibilities for the ProCurement Card Program in the department.

**Cardholder PaymentNet Access:** Check one of the following: Rev, Rec, or RecII.

- Select "Rev" (reviewer) if the cardholder is not responsible for budget allocation or will use budgets only available in the division where the defaulted budget resides.
- Select "Rec" (reconciler) if the cardholder is responsible for budget allocation and could use budgets outside of the division but not outside of the parent organization code (ex. 2080000000 Executive Vice President).

- Select "RecII" if the cardholder is responsible for budget allocation and could use budgets outside of the parent organization code. This allows access to summer budgets or any other UW budget necessary for the transactions of the cardholder.

**Reconciler PaymentNet Access:** Check one of the following, Rec, or RecII.

- Select "Rec" (reconciler) if the reconciler doesn't need to use budgets outside of the parent organization code (ex. 2080000000 Executive Vice President).
- Select "RecII" if the reconciler needs to use budgets outside of the parent organization code or needs transaction viewing access of cardholder transactions in department sub-levels. This level allows the reconciler to have access to department summer budgets or any other UW budget necessary for the transactions of the cardholder.

**Budget Number (Default):** Select a budget that will be the default budget for all purchases. Subject to the item purchased, the budget number can be reallocated to an appropriate budget during the transaction review process for anyone in the department assigned to this responsibility. Use a budget which will be used most often for purchases.

**Object code (Default):** Select an object code (ex. 05-99) that will be the default object code for all purchases. Subject to the item purchased, the object code can be reallocated to an appropriate object code during the transaction review process for anyone in the department assigned to this responsibility. Use object coding which will be used most often for purchases.

**Maximum Monthly Transaction Limit:** For new accounts the recommended monthly limit is \$10,000. Anticipate monthly expenditures and request a monthly limit that makes sense for the purchasing pattern of the card applicant. The monthly limit can be increased permanently or temporarily at any time with an email request from a department administrator with signature authority for such a request.

**Maximum Single Transaction limit:** The maximum single transaction limit is \$2,000. This limit can be increased or decreased permanently or temporarily under certain conditions.

Please contact the ProCurement Card office (543-5252) or go to: <http://www.washington.edu/admin/procard/limitincr.htm> for additional details.

**Department Administrator Name:** This is the Department Administrator who has delegated signature authority to approve ProCurement Card applications and departmental expenditures.



# University of Washington Procurement Card Application

## Cardholder Data (To be completed by card applicant)

UW NetID	UW Employee ID	Last Name	Initial	First Name
Email Address			Phone	
Division Work Unit Name		Address	UW Mail Box	
City		State	Zip Code	

I accept the Procurement Card under the following conditions:

- I am the only person authorized to use the card and will only charge UW business-related purchases. Items defined as equipment, costing \$2,000 or more (including tax), cannot be purchased with the Procurement Card unless it is pre-approved by Procurement Card Services. Use for personal purchases may constitute fraud and could be cause for serious disciplinary action.
- I will review my account regularly (weekly review recommended), allocate charges to other than the default budget, as appropriate, resolve any discrepancies with suppliers and/or the card provider, and forward all receipts to the reconciler/approver for monthly purchases charged to my card.
- If my card becomes jeopardized, I will report it immediately by telephone to the card provider at 1(800) 270-7760 and to the UW Procurement Card Administrator by email to procard@u.washington.edu.
- I will surrender my Procurement Card upon termination of employment or upon reallocation of duties which do not necessitate my continued use of the card.

I acknowledge that this card may be used only for the purposes as described above, and that any use for personal purchases or any other unauthorized use will violate the state ethics law, chapter 42.52 RCW and University policy. I expressly permit the University to deduct from my paycheck any amount charged on this card for an unauthorized purchase.

Cardholder Signature	Date
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## College/Department Data (To be completed by College/Department /Administrator)

UW NetID	Account Reconciler Name	Phone	Date
Account Reconciler Signature		Email Address	

Cardholder PaymentNet Access: Rev  Rec  Rec II  Reconciler PaymentNet Access: Rec  Rec II

Budget Number (Default)	Object Code (Default)	Maximum Monthly Limit (\$10,000.00 Recommended)	Single Transaction Limit (\$2,000.00 Maximum)
Department Administrator	Signature	Phone	Date

Send completed form to: UW Procurement Card Administrator Box 351120