

UNIVERSITY OF KANSAS MEDICAL CENTER

**BUSINESS PROCUREMENT CARDHOLDER AGREEMENT**

Name of Cardholder:	Cardholder Business Address:
Last Four Digits of Cardholder Social Security Number:	Cardholder Business Phone Number:
Department Name & Number:	
Supervisor's Name and Title:	Supervisor's Phone Number:

Cardholder agrees to accept responsibility for the protection and proper use of the Business Procurement Card (BPC) in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the BPC Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the BPC.
2. If the card is lost or stolen, Cardholder shall notify the BPC Coordinator immediately.
3. Cardholder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the card.
4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the BPC may be cause for disciplinary action by the Agency including termination and that improper use of the BPC may subject Cardholder to criminal prosecution. Cardholder understands that Agency may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Kansas warrant which may be payable to Cardholder.
5. Cardholder understands that this BPC is authorized for the purchase of:

**Basic BPC Card** – Commodities, capital outlay items and the contractual service items specified in *the BPC General Procedures* document (coded in 2000, 3000 and 4000 series of object codes) limited to a maximum of \$5,000 per purchase.

**Basic BPC Card with Conference Registration Option** – Must be preapproved by the Division of Accounts and Reports and limited to \$5,000 per purchase. *The Registration form located on the KUMC Purchasing website below must be submitted after you receive your BPC card.*

<http://www2.kumc.edu/finance/pdf/BPCRegistrationFeeRequest.pdf>

6. Cardholder understands that should his/her employment with Agency terminate for any reason, the BPC must be returned to the BPC Coordinator. Cardholder understands that Agency may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that Agency may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.

7. Cardholder understands that use of the BPC is subject to individual card limitations on expenditures for use in official state business. All purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the card. Items on state contracts may be acquired from the contract vendor with the BPC. The following items may not be purchased with the BPC; however, the list is not all-inclusive:

Alcoholic beverages	Real Estate Leases
Business Cards	Personal Items
Cash Advances	Purchases involving trade-ins
Construction, renovation or installation	Recruitment expenses
Food	Services (Services included in Appendix A of the BPC General Procedures document and 1099 reportable services are allowable)
Fuel (except Automotive Fuel Cards)	Travel, travel related expenses
Honorariums (if reimbursement of travel expenses)	Weapons, ammunition (except KBI, KHP, KDOR and Kansas Lottery)
Hospitality or Entertainment	
Incentive earnings (ward or inmate)	
Items for which payment is made by	
Interfund Voucher (e.g., items in the Kansas Correctional Industries Catalog)	

If in doubt that a purchase is authorized under this agreement through the use of the BPC, Cardholder understands that he/she should seek prior approval from the BPC Coordinator. Such approval assumes proper use of the BPC.

8. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the card; has received, read and understands the Agency's Business Procurement Card Manual; and has read and understands this agreement.

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Limit per Purchase:</b> _____ (not to exceed \$5,000 per purchase)	
Cycle Credit Limit: _____ (not to exceed amount specified without authorization)	
<b>Approval:</b> Print Name: _____	Title: _____
Dept. Head/Supervisor Signature: _____	Date: _____
<b>Approval:</b> Print Name: _____	Title: _____
Signature: _____	Date: _____
<b>Approval:</b> Print Name: _____	Title: BPC Coordinator
Signature: _____	Date: _____

*This form must be provided to your supervisor, signed and returned with your Cardholder Agreement form.*

**To: Procurement Card Applicants Supervisor**

**Subject: Department's Responsibilities**

A member of your staff is submitting an application for a business procurement card. Please be advised, it is the department who determines who is eligible for the card. However, the duties of a cardholder should include ordering and purchasing of supplies or materials, either for themselves or for several staff persons.

Once the agreement is completed, you will be required to complete the Limit per Purchase and 1<sup>st</sup> Approval Sections of the application. You are responsible for setting the dollar limit per purchase, using the card, but in no case can it exceed \$5000. You also must complete the Credit Cycle Limit. This is the amount the cardholder may charge in any given 30-day billing cycle. Generally, credit cycle limits are set between \$5000 and \$10,000, although you may set the limit lower. Should you find that your cardholder requires a higher limit, it can be changed, with your authorization, by contacting the Purchasing Office. Once the credit limits are set, proceed to the 1<sup>st</sup> Approval box, sign and date the form.

Your employee can now submit the form. However, before the request is processed, your employee must register and attend the BPC Training Class.

Supervisors are responsible for monitoring their employees' card activity. If an employee assumed duties that do not require the use of a procurement card, or if the employee leaves the department, it is the responsibility of the supervisor to retrieve and destroy the card, and notify the BPC Administrator at ext. 8-1116. If an employee transfers to another department, the card does not transfer with them.

By your signature below, you agree to the issuance of the procurement card to this applicant and indicate your acceptance of the Department's responsibility for monitoring the employee's card use.

---

Supervisor

---

Date