

POLICY

Number: 5-026  
Title: Procurement Card (PB.c67 (PB.c67 ((3W\* n BT

Cardholders must take and pass the online Cardholder Certification Training test and sign the Cardholder Agreement before a PCard is activated. Each Cardholder is responsible for all activity that occurs on the PCard.

- B. PCard Authority: The Purchasing Manager PCard Program has the authority to issue and suspend USF PCards. The Director of Procurement has the authority to revoke PCards.
- C. Non-Allowed Cardholders Temporary employees, visiting faculty or staff convenience appointments, courtesy appointments, volunteers, or other non compensated personnel. Exceptions can be made for issuing PCards to temporary employees graduate assistants and visiting faculty on a case by case basis with justification and approval of the area Vice President, as well as approval by the Director of Procurement

Use of the PCard is a privilege based on trust. When the Cardholder signs the Cardholder Agreement, he/she acknowledges an understanding of the benefits of this privilege and an understanding of the penalties for misuse of the PCard. A deliberate attempt to use the card for personal gain or to receive cash credits is theft.

5. Reimbursement to USF for Inappropriate Personal Use: If reimbursement does not occur the debt shall be deducted from the employee's pay in accordance with USF Regulation 4.0095

G. Cardholder Agreement: The Cardholder agrees with the terms and conditions of being a Cardholder by signing the Cardholder Agreement which states that disciplinary actions up to and including termination of employment may occur if the terms of the agreement are violated.

By signing the Cardholder Agreement, the Cardholder understands the willful intent to use the PCard for personal gain or unauthorized use in accordance with USF policies, procedures, and Florida law may result in disciplinary actions up to and including termination of employment and/or prosecution to the extent permitted by law.

H. Inappropriate Purchases Using the PCard:

Reference is made to the PCard Guidelines Manual and the PCard web site for a list of commodities and services that cannot be purchased on a PCard.

I. PCard Information:

Complete procedures are outlined in the Procurement