

Approving Manager Agreement - Procurement Card Program

San Diego State University Research Foundation (SDSURF) is pleased to make available to qualifying participants the US Bank VISA Procurement Card (PCard) program. Participation in the procurement card program is a privilege and the approving manager carries a variety of responsibilities for the oversight of cardholder transactions and activity.

As an approving manager of SDSURF PCard program, I agree to the following terms and conditions:

QUALIFICATIONS

Initial Here

1. _____ I am an SDSU or SDSURF principal investigator (PI) or project director (PD) who has signature authority on SDSURF projects, or,
I am an SDSU or SDSURF employee who has been designated by the PI or PD to have signature authority.
2. _____ I have an e-mail address, web access, access to Adobe Acrobat Reader, a scanner, and/or printing capabilities.

RESPONSIBILITIES

3. _____ I agree to maintain the confidentiality of the cardholder information and US Bank's Access Online User ID and password.
4. _____ I have read and fully understand the Procurement Card Policy and Procedure Manual, and agree to uphold the PCard policies and procedures established by SDSURF.
5. _____ I have read the Cardholder User Agreement and fully understand the cardholder's responsibilities and agree to ensure that the cardholder fulfills his/her responsibilities.
6. _____ I am fully aware and agree that my approval of the cardholder transactions indicates to SDSURF the following:
 - 1) Cardholder transactions are appropriate and in accordance with the financial and administrative policies of SDSURF and any award specific terms and conditions
 - 2) No prohibited goods or services were purchased
 - 3) Cardholder transactions are allocated to the appropriate accounting fund distribution with sufficient budget available to support the expense
 - 4) Cardholder transactions are supported by proper documentation in the event of an audit and all receipts are legible
 - 5) Cardholder transactions are authorized for the cardholder's profile type and spending limits.
7. _____ I agree to perform my duties as approving manager within the allotted deadlines and will:
 - 1) Review and approve all cardholder charges in Access Online by the 6th of the month
 - 2) Submit the cardholder statement with supporting documentation by the 8th of the month to SDSURF's PCard Administrator.

8. _____ I will report to the PCard Administrator when the cardholder will be terminating employment prior to the cardholder's termination date. I will ensure that the cardholder will complete his/her transactions in Access Online and provide proper supporting documentation for all their transactions. In addition, upon my first known knowledge, I will report to the PCard Administrator when a cardholder transfers to another department or is granted a leave of absence.

Approving Manager Printed Name:

Approving Manager Signature: Date:

Internal PCard Administrator Use ONLY:

Approving Manager Cards (Cardholder Last Name, First Name)

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Approving Official ID:	Division ID:	Card Number:
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