



Pcard Approver Agreement

Instructions: All Kent State University pcard approvers must complete pcard training and consent to the terms and conditions of this agreement. Cardholders must retain a copy of this form in their home departments.

As an authorized approver of a Kent State University pcard:

I acknowledge that I have:

- Completed and understood pcard training
- Reviewed and understood 7 - 02.16 Administrative Policy Regarding Use of Purchasing Card (Pcard)
- Reviewed and understood the University Pcard Manual

I agree to fulfill the following responsibilities:

- Have a higher-level position of authority than the cardholder and be an individual other than the reconciler.
- Have authority to charge expenditures against the approved budgets of the unit(s) or college(s)/school(s)
- Thoroughly review each transaction’s supporting documentation (receipts) and allocation within Works to ensure they are business-appropriate and comply with all university policies and procedures.
- Ensure that Principal Investigator (PI) approval to purchase was obtained for any transactions that are allocated to grant or cost share indexes.
- Determine if the pcard was the appropriate method of payment (refer to University Pcard Manual sections 5.1 Acceptable Purchases and 5.2 Unacceptable Purchases.)
- Report suspicious or erroneous charges and violations of university policy or procedure immediately to the pcard administrator.
- Verify that the cardholder attempted to resolve Ohio Sales Tax charges with the merchant.
- Approve transactions within 14 days of their post dates.

I understand that:

- Kent State University may terminate my privilege to be an approver at any time, for any reason.
- Violating pcard policy and procedure may result in disciplinary action as established in the conduct and discipline section of the employee resource manual pursuant to employee code of conduct guidelines found in university policy 6-01, University Policy Regarding Employment.

Name (Print): _____

Date: _____

Signature: _____

Cardholder Name: _____

Acct. last
4 digits: _____