

**California State University Stanislaus PCard
Cardholder Agreement – Managed Spend for
2021- 2022 Fiscal Year**

Date: _____ New Card _____ Change/Update _____
 Name of Cardholder: _____ Employment Status: Permanent _____ Temporary _____ End Date _____
 Dept.: _____ Telephone #: _____ Email: _____

The Cardholder accepts the authority and responsibility to utilize the University Managed Spend PCard for expenses within the limits established by the department. The Cardholder agrees to prepare a monthly statement to verify the accuracy of the Managed Spend PCard billings using US Bank Access On-Line. The Cardholder further agrees to forward the statement with supporting itemized receipts to the Cardholder’s Approving Official. The Approving Official is responsible for reviewing, signing, and forwarding the authorized statement to the PCard Administrator to arrive on or before the first working day of each month. If a card is lost, the Cardholder must notify US Bank (800-344-5696), the Approving Official, and the PCard Administrator immediately. If the card is stolen, the Cardholder must notify the University Police (ext. 3114) in addition to US Bank and the PCard Administrator.

The Managed Spend PCard must be used for approved business only. The PCard must not be loaned to another employee. Should a Cardholder terminate employment with the University, the Cardholder’s department is obligated to reclaim the PCard and return it to the PCard Administrator prior to the Cardholder’s termination date.

CARDHOLDER AGREEMENT:

As holder of a Managed Spend PCard, I agree to accept the responsibility for the protection and proper use of this card. I understand that the approving officials’ signatures below establish the authorization for purchases during the designated fiscal year. The PCard cannot be used to purchase equipment over \$500. The Managed Spend PCard is limited to a total expenditure for the fiscal year listed below and will be declined once the limit is reached. A new authorized Cardholder Agreement will be required to increase the expenditure amount.

Default Chart String	Business Unit	Account	Fund	Dept.	Program	Project

Use speedcharts in US Bank Access On-Line to allocate spend to chart strings other than the default. Use the speedchart request form at <http://www.csustan.edu/FinancialServices/> if no PCard speedchart exists for the chart string.

This Managed Spend PCard can be used with the following approved vendors or services.

Vendor/Services	Estimated Amount	Vendor/Services	Estimated Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Fiscal Year Limit (total for all vendors listed above) \$ _____ **Transaction Limit:** \$ _____

Cardholder:

Printed Name _____ Signature _____ Date: _____

APPROVAL TO ISSUE A MANAGED SPEND PCARD: No pre-authorization for expenditures on this PCard will be required.

Approving Official: (Individual in department authorized to approve expenses.)

Printed Name _____ Signature _____ Date: _____

Vice President: (Vice President of the division in which the cardholder is employed)

Printed Name _____ Signature _____ Date: _____