

UNIVERSITY OF WISCONSIN MILWAUKEE
PURCHASING CARD APPLICATION AND USE AGREEMENT

Instructions: Complete and submit to the Purchasing Card Program Administrator in Accounts Payable.

Employee Cardholder Name	UWM Person ID No.	Division/Department Name (no abbreviations or acronyms)																						
Accounting Code for Purchasing Card charges: <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Account</td> <td style="border: none;">Fund</td> <td style="border: none;">Deptid</td> <td style="border: none;">Prog</td> <td style="border: none;">Grant No.</td> <td style="border: none;">Subclass</td> </tr> </table>		Account	Fund	Deptid	Prog	Grant No.	Subclass	Campus Mailing Address (PO Box and/or Street Address) _____																
Account	Fund	Deptid	Prog	Grant No.	Subclass																			
Single Purchase Limit (must have delegation authority for limits greater than \$100. Maximum level is \$5,000)		Campus Email Address.....and Phone Number																						
Reporting Hierarchy Position (to be filled out by UBR) <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>1425</u></td> <td style="border: none;"><u>00020</u></td> <td style="border: none;"><u>31784</u></td> <td style="border: none;"><u>24005</u></td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Bank</td> <td style="border: none;">Level 1</td> <td style="border: none;">Level 2</td> <td style="border: none;">Level 3</td> <td style="border: none;">Level 4</td> <td style="border: none;">Level 5</td> </tr> </table>		<u>1425</u>	<u>00020</u>	<u>31784</u>	<u>24005</u>	_____	_____	Bank	Level 1	Level 2	Level 3	Level 4	Level 5	Transaction Management Hierarchy (to be filled out by UBR) <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>1425</u></td> <td style="border: none;"><u>0112</u></td> <td style="border: none;"><u>31784</u></td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Bank</td> <td style="border: none;">Agent</td> <td style="border: none;">Company</td> <td style="border: none;">Division</td> <td style="border: none;">Department</td> </tr> </table>	<u>1425</u>	<u>0112</u>	<u>31784</u>	_____	_____	Bank	Agent	Company	Division	Department
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The Purchasing Card is intended for best judgment purchases under \$5,000. Purchases made with this card must comply with the procurement policies and procedures of the Department of Administration, UW System and UW Milwaukee.

The Purchasing Card **MAY NOT** be used to purchase the following (this list may not be all inclusive). The UWM Controller's Office may grant exceptions on a case-by-case basis.

- | | | | | |
|---------------------------|----------------|--------------------|--|----------------|
| 1099 Services of any type | Fines | Ineligible Vendors | Non-Business Personal Items | Travel Meals & |
| Alcoholic beverages | Food | Insurance & Bonds | Recurring Payments | Incidentals |
| Cash Advances | Greeting cards | Leases/Rentals | Services Available on Campus (ie Printing) | |

The following items are allowable when all procurement policies and procedures are followed. Capitalized items must be reallocated to the appropriate account code. All mandatory contracts must be observed. Items marked with a * may be purchased only by departments with a legitimate use for the item.

- | | | |
|--|--|---|
| Ammunition/Firearms* | Flowers/Decorative items (allowed only when placed in public areas) | Memberships (only after initial fee has received appropriate approvals on a requisition or Direct Payment Form) |
| Chemicals* | Gasoline (for rental vehicles only) | Parking (hotel and airport parking only; no exceptions) |
| Controlled Substances/Drugs* | Hospitality/ Food/Entertainment (must meet Headquarters City requirements) | Radioactive Materials* |
| Cylinder gases | | Supplies |
| Ebay (risk of loss must be minimized, EBay does not allow refunds) | | |

Sign your card immediately upon receipt. If a card becomes lost or stolen, the cardholder **MUST IMMEDIATELY NOTIFY** the Purchasing Card company (800-344-5696) and the Purchasing Program Administrator (Jean Harvey, Accounts Payable, x5404).

When a cardholder terminates with UW Milwaukee or transfers to another UW unit, the sponsor department shall reclaim the Purchasing Card, notify the Program Administrator to close the account, and destroy the card.

Non-adherence to any of the above procedures may result in revocation of individual cardholder privileges and potential discipline, and may result in revocation of all sponsor division Purchasing Cards. Unauthorized use will constitute a basis for immediate appropriate disciplinary action, up to and including dismissal from UWM employment, in addition to restitution through criminal or civil sanctions.

As a cardholder of the University of Wisconsin Milwaukee Purchasing Card, I understand the responsibility for the protection and proper use of this card as detailed above and in the guidelines outlined in the University of Wisconsin Milwaukee Purchasing Card Cardholder Manual (available in section 5.4.3 of the Administrative Services Manual <http://www.bfs.uwm.edu/ASM/view.aspx?id=5.4.3&d=1>).

X _____ Applicant/Cardholder Signature	_____ Date Signed
X _____ Immediate Supervisor Signature	_____ Supervisor's email (please print)
X _____ Unit Business Representative Signature	_____ Date Signed

For UBR's use only. Card is to be used for (indicate one):

S&E Only Travel Only Travel and S&E