

University of California, Berkeley
Credit Card Program Memorandum of Agreement

PART 1 - Procurement Card Program Agreement

This Agreement between UC Berkeley Card Program Services, the Disbursements Office and the below named Department is entered into for delegation of authority to the Department for use of the Procurement Card Program. Procurement Cards can be issued to individuals upon the approval of the Department Business Officer (Authorized Signer) and the Card Programs Administrator. It is understood that the Department Business Officer, Procurement Services or the Controller’s Office may withdraw such authorization at any time.

As the Department Business Officer, I understand the following authorities and responsibilities are delegated to me, and that I retain accountability for Department compliance with Procurement Card Program requirements even though I may re-delegate some or all of these functions to other Department personnel:

- **AUTHORIZATION**
 Authorize new cards, set credit limits, approve changes to limits, update default chartstrings, assign Reconciler or Approver proxies to cardholder accounts, and request use of cards for exceptions to Procurement Card program policy.
- **ADMINISTRATION**
 Maintain Department record of cardholders and card limits, and ensure that cardholders are trained in the Department’s internal Procurement Card procedures and forms and campus policies. Notify Card Program Services of loss, theft or fraudulent use, or misuse, of the card. Notify Card Program Services as soon as possible when a cardholder, business officer or other program participant leaves the Department. The Department is the official Office of Record for all documentation of individual purchases charged to the Department’s Procurement Card(s).
- **VERIFICATION AND CONTROLS**
 The Department is responsible for monitoring and reviewing all Procurement Card activity. Cardholders must remain compliant with University purchasing policies in BUS-43, Part 8, and entertainment policies in BUS-79. Ensure duties are appropriately separated, documentation requirements are met, and that reconciliation is timely, accurate and complete, including chartstring changes and identification of sales tax or accrual of use tax.
- **RISK MINIMIZATION**
 Periodically review the need for the cards that are assigned to Department cardholders as per UC Business & Finance Bulletin BUS-43, Part 8, Section IV, D. and BUS-79. Close unused or minimally-used accounts.
- **PROGRAM ASSESSMENTS**
 Partake in any program or transaction review as requested by the Procurement Operations Assessments group. Assessments will contact Departments directly if needed during regular assessment process. Comply with all Assessment requests, instructions and findings.
- **SUBSCRIPTION TO DEPARTMENT MAILING LIST**
 Ensure all cardholders, reconcilers and approvers and program administrators are subscribed to the UC’s Procurement Card listserv. Card Program Services’ master list, through which policy updates and reminders and system news are sent, contains all of the individual Department list addresses.

Authorized Department Signer	
Name:	
Title:	
Email:	
Phone:	
Department:	
Org Node 5 letter alpha code(s):	

By signing this Agreement I accept the foregoing and authorize any delegations listed in Part 2.

Signature: _____ **Date:** _____
Authorized Department Signer

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PART 2 - Delegation of Authority

Click here if authorization to sign will not be delegated.

Delegation of Department Procurement Card Authorization. A Delegated Signer approves account forms sent to Administration, requests card issuance, and ensures new cardholders are trained on internal Procurement Card policy and procedure. A Delegated Signer cannot be a subordinate of the cardholder(s) managed.	
Name:	Authorization to create, change or close accounts, set limits, request exceptions, change default chartstrings, etc.
EID:	
Email:	

Policy Updates and Reminders

Notification of program and policy updates will be sent to your Department by email.

System news

Notification of system problems or system enhancements will be sent by email. For example, information about problems with transaction data, or announcements regarding changes in clear dates.