

Procurement Card Department Administrator Authorization Form

Proposed Department Administrator:

NAME:	FIRST	MIDDLE	LAST
DEPARTMENT NAME:	PHONE:	MAIL CODE:	EMAIL ADDRESS:
EMPLOYEE NUMBER: <small>(must be a UCSD employee)</small>	PAYROLL TITLE:		

Instructions: Complete the information above, obtain required signatures, and submit via UC San Diego Services and Support portal.

By participating in UC San Diego's Procurement Card Program as a Department Administrator, you assume responsibilities pertaining to the operations and administration of the Procurement Card Program. These responsibilities include but are not limited to:

- Manage the Procurement Card Program for the department
 - Understand and adhere to Procurement Card policies and procedures.
 - Provide support and guidance to Cardholders and Financial Unit Approver roles in a timely manner. Maintain your department's guidelines on Procurement Card responsibilities.
 - Ensure proper internal controls are followed by Cardholders and Financial Unit Approvers roles at all times.

- Manage Procurement Card roles and responsibilities for the department
 - Identify, evaluate, and approve the need for a Procurement Card based upon an employee's job requirements and purchasing needs.
 - Update or cancel Procurement Card accounts.
 - Ensure as a Department Administrator, you are not in a subordinate role to any Cardholder. This practice ensures appropriate controls are in place

- Monitor Procurement Card usage to ensure all purchases comply with Procurement Card, UC San Diego and state/federal policies
 - Verify **all** charges against the Cardholder's account is substantiated by proper and complete documentation.
 - Ensure that all transactions have an itemized receipt uploaded to the Concur expense management tool within 10 calendar days of the transaction date. Failure to upload itemized receipts to the Concur expense management tool will result in suspension or revocation of the Cardholder's Procurement Card privileges. An exception to this policy is made for transactions containing level 3 data. An itemized receipt is not required to be uploaded for to the Concur expense management tool for transactions containing level 3 data.

Note: Level 3 processing requires the capture of specific line item data in credit card transactions. These additional data fields includes line item details such as item description, quantity and unit of measure, freight amount, and commodity and product codes.

- Report continuous failure by a Cardholder to follow Procurement Card policy to the Procurement Card Program Team.
- Ensure the Cardholder destroy the Procurement Card when reassigned, terminated, or upon request.
- Alert the Procurement Card Program Team to possible Procurement Card abuse or misuse.

Note: Under no circumstance will a Department Administrator request to take ownership of the Procurement Card from a Cardholder.

Procurement Card Department Administrator Signature: _____ Date: _____

Print Name: _____

Department Administrator's Supervisor Signature: _____ Date: _____

Print Name: _____

MSO or Department Business Officer Signature: _____ Date: _____

Print Name: _____