

PCard Application



How to complete this application,

PCardholder

- a) Type the required details into the grey boxes below, review the [PCardholder Terms & Conditions \(Section 1\)](#) then print and sign the pcardholder declaration. * If you are seeking a limit of greater than \$3,000, you **must** provide a justification.

PCard Approver

- b) Review the completed application and [PCardholder Terms & Conditions \(Section 2\)](#), then sign the approval section.
- c) **Please scan and email this approved application to pcard_admin@waikato.ac.nz** and cc'd to the relevant Dean or Head and add APPROVED to the email subject line.

Note: Handwritten requests will not be processed. Processing can take up to 5 working days, on receipt of a correctly completed application.

1. PCardholder Details (please use your legal name)				
Surname	First Name	Monthly PCard Limit* (max of \$3,000)	Campus Location	Date of Birth**

2. PCardholder Agreement: I, the undersigned cardholder, confirm that I have read and understood the [PCard Policy](#), and the PCard Terms and Conditions Agreement (section 1) for the use of the UoW PCard, and agree to abide by them. I hereby authorise the University to deduct from my salary, or any other monies due to me, an amount equal to any loss incurred by the University by reason of my breaching those conditions.

PCardholder Signature	Date	Faculty/Division	Position

3. Codes to be used in Fraedom

Username in iWaikato	Cost Centre	Project code (i.e.. 102465)

4. PCard Approval I, the undersigned approver, confirm that I have reviewed and understood the [PCard Policy](#), and the PCard Terms and Conditions Agreement (section 2), and agree to abide by them.

PCard Approver Name	Position	Signature	Date
Faculty/Division	Name of Dean / Divisional Head		

FSD/Operations office use only

Received Date	ORACLE/APEX Updated	Card ordered in Fraedom	Processed by	Date

PCard Terms & Conditions Agreement

This Agreement set out the responsibilities of the PCardholder (section 1) and PCard Approver (section 2). Both sections represent agreements and should be read in conjunction with the [PCard Policy](#) and the [PCard Manual](#).

Section 1

PCardholders Responsibilities

- a) Cardholders must use the card allocated to them for University business only and in accordance with University [PCard Policy](#), these Terms and Conditions, and all conditions imposed by the Bank (i.e. the PCard service provider).
- b) Keep the PCard secure at all times and report any loss/theft immediately to the Bank (0800 800 667)
- c) Ensure that all PCards are activated with a Personal Identification Number (PIN) and not to share this PIN number or the PCard with anyone else.
- d) Must never use a PCard for personal purchasing.
- e) Review and code all transactions using [good PCard transaction descriptions](#) and use the correct financial coding by the end of each monthly statement period.
- f) Seek prior approval from the appropriate Approver or advice from the Procurement Manager for any expenditure that may prove to be contentious or where there is uncertainty.
- g) Ensure that all transaction statements are printed, approved, and filed complete with all expense invoices and receipts attached relating to that statement period.
- h) Ensure that they do not exceed their approved PCard limit at any time.
- i) Cooperate fully with any PCard audit.
- j) Cash Advances can be used for incidental costs when travelling internationally. For more information to request a cash advance and/or reconciling responsibilities and instructions, refer to the [PCard Manual](#).
- k) Surrender the PCard on termination of employment or if transferred to a position that does not qualify for a PCard, OR at the specific request of the Dean or Head or equivalent delegated nominee, Procurement Manager or CFO.

Section 2

PCard Approver Responsibilities

- a) Approvers are responsible to ensure that all transactions comply with the University [PCard Policy](#), these Terms and Conditions (section 1), and all conditions imposed by the Bank (i.e. the PCard service provider).
- b) Approve all legitimate PCard transactions incurred prior to the end month statement period.
- c) To actively pursue good quality descriptions as per [good PCard transaction descriptions](#) they are approving.
- d) Ensure transactions with poor descriptions are not approved but are submitted back to the PCardholder by using the *Request more Information* option in Spendvision.
- e) Report any transaction in breach of the PCard Policy or these Terms and Conditions to the Dean or Head and the Procurement Manager.
- f) Ensure all transaction statements are printed, approved, and filed complete with all expense invoices and receipts attached to relating to that statement period.
- g) To actively manage the timely reconciliation and coding of cash advances.
- h) Cooperate fully with any PCard audit.
- i) To encourage cardholders to attend PCard training or refresher sessions when there is a need.
- j) Proactively request staff to surrender their PCard on termination of employment, OR upon transfer to another position outside of the approvers department.

** Date of Birth information is obtained for future identification and security requirements by the BNZ