



Purchasing Card (P-Card) Manual

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1: INTRODUCTION

1.1 Overview

The Procurement or Purchasing Card (P-Card) presents another procurement tool empowering the City of Cincinnati with the ability to purchase small dollar goods and services quickly and conveniently on behalf of the City of Cincinnati, while providing a prompt and convenient source of funding for these purchases. The policies provided in this manual are the minimum standards for agencies and should be revised as needed. City departments, boards, and commissions may establish additional controls beyond those mandated by these policies and procedures.

The Office of Procurement is responsible for administering the P-Card program and each City department, board, and commission is responsible for managing its cardholder accounts and ensuring compliance to these policies and procedures. There are three distinct levels of responsibility that have been defined to assist in this effort. They are the Cardholder, Department Approving Official (DAO), and the Independent Reviewer (Department of Finance, Accounts and Audits Division).

1.2 Definitions

Access Online: U.S. Bank is the issuer of the City's Procurement Card. The U.S. Bank cardholder portal, Access Online, is available at <https://www.access.usbank.com/>. The portal is to be used by cardholders to view their transactions and receive their monthly statements. Cardholders can also check their available balances. In addition, Access Online shall be used by DAOs to obtain account information for cardholders in their respective departments.

Cardholder: The City of Cincinnati employee whose name appears on the Procurement Card and is accountable for all charges made with that card. A Cardholder may have both a Procurement Card and a Travel Card. A cardholder should not give their card(s) or card number(s) to others to use. If another individual in the organizational unit needs a Purchasing Card, the Department Director should request one for that individual.

Cardholder Verification Code (CVV): This is the three-digit number on the back of the Procurement Card. This number appears after the last four digits of the card, as part of the signature line. This number is a fraud prevention strategy that has been developed by MasterCard. The only person that has access to this number is the Cardholder. When placing mail, phone, or internet orders, there is a good chance the Cardholder will need to provide this number to the vendor.

Cycle Spending Limit: A dollar limitation of purchasing authority assigned to the Cardholder for the total of all charges made during each billing cycle. This amount may not exceed \$10,000 unless the City's Chief Procurement Officer has granted approval to the Cardholder. Departments may establish lower limits on a per Cardholder basis. If a City department, board, or commissions determines that a Cardholder needs a monthly limit greater than \$10,000, the Department Director shall send a memo to the City's Chief Procurement Officer stating the monthly dollar limit desired and explaining why this increased monthly amount is necessary to conduct the business of the City.

Department Approving Official (DAO): City of Cincinnati employee(s) within each organizational unit (e.g., a City department, board, or commission) responsible for verifying that all charges against the Cardholder's account are authorized and backed up by supporting documentation. The DAO is also

responsible for reconciling all cardholder statements within their respective departments, entering necessary information into the City's financial system, and forwarding all documentation to the Independent Reviewer within established timeframes. The DAO is also the department's liaison with the Program Administrator.

Independent Reviewer: City of Cincinnati employee(s) located in the Accounts and Audits Division of the Finance Department who verify Purchasing Card transactions and that adequate documentation is provided.

Office Supplies Card: A dedicated ghost card number used in the online shopping portal of the City's office supplies vendor for office supplies and associated approved purchases per the vendor's contract. The card number cannot be used with any other vendor and is subject to the same program rules as the Purchasing Card and Travel Card.

Program Administrator: City of Cincinnati employee located in the Office of Procurement responsible for administering the Procurement Card Program for the City of Cincinnati and acting as the main contact between the City of Cincinnati and the bank.

Procurement or Purchasing Card (P-Card): A credit card issued to an employee of the City of Cincinnati for the purpose of making authorized purchases on the City of Cincinnati's behalf. The City of Cincinnati will issue payment for charges with the Purchasing Card. The standard limit on procurement cards is \$3,000 per transaction and \$10,000 monthly.

Splitting Purchases: Splitting a purchase to avoid the pre-established limits set on an individual account is not permitted in any circumstance (e.g., the purchase price is \$4,500.00 but the cardholder limit is set at \$3,000.00. The cardholder is not permitted to run two transactions for \$3,000.00 and \$1,500.00 to purchase the item for \$4,500.00).

Statement of Account: A listing of all transactions charged to the Cardholder's card account up to the end of the monthly billing cycle. The statement is available monthly on the cardholder portal one business day after the statement close date.

Support Documentation: A merchant-produced or non-City of Cincinnati document that records the relevant details for each item purchased including quantities, amounts, and a description of what was purchased; the total charge amount; and the merchant's name and address (e.g., sales receipt, original invoice, packing slip, credit receipt, etc.). A packing slip alone is not acceptable support documentation unless it meets the criteria above. In addition, any other necessary approvals for the purchase including, if applicable, ETS approval (IT Purchase Request), Form 50 - Off-Contract Purchase approval, and Form 70-S - Permission to Travel.

Transaction/Single Purchase Limit: A dollar limitation of purchasing authority assigned to the Cardholder for each total charge made with the Purchasing Card. The standard transaction limit is set to \$3,000. Departments may establish lower limits on a per Cardholder basis. A single transaction/charge may include multiple items but cannot exceed the Cardholder's per transaction limit. If a Cardholder requests a per-transaction amount greater than \$3,000, an account maintenance form must be completed and sent to the Program Administrator for review and approval.

Travel Card: A purchasing card issued solely for use in making training/travel arrangements. The standard limit on travel cards issued is \$15,000 monthly. All local and non-local travel policies must be followed.

2: CARD SET UP AND MAINTENANCE PROCEDURES

2.1 Obtaining a Purchasing Card

All prospective Cardholders must be permanent, full-time employees of the City of Cincinnati before a card can be issued. To request a card, an employee will need to sign a Cardholder Setup Form, obtain the necessary organizational unit approvals, and then forward the forms to the Program Administrator. All prospective Cardholders must also complete a P-Card training session before the Purchasing Card will be released to the Cardholder.

2.2 Cardholder Account Maintenance

Whenever any of the information contained on a Cardholder's Setup Form changes, an Account Maintenance Form must be completed. This includes temporary or permanent changes. After the appropriate designee in the organizational unit has signed the form, the form should then be forwarded to the Program Administrator. For transaction limit and cycle limit changes, the Program Administrator will notify the Cardholder when modifications have been made.

2.3 Card Security

It is the Cardholder's responsibility to always safeguard the Purchasing Card and the associated account number. Purchasing Cards must be kept in a secure location and should only be used to process transactions by the respective Cardholder. To prevent exposure to fraud, the full Purchasing Card account number should not be recorded electronically or on paper. If the number must be recorded, it should be truncated to the last six digits.

2.4 Card Expiration

A Purchasing Card will expire at the end of the month shown on the card. For example, a card with an expiration date of 09/21 will expire at the end of September. The Cardholder will receive a replacement card during the first or second week of the month the card is due to expire. If a replacement card is not received by the end of the second week, the Cardholder should contact the Program Administrator for assistance. Once the replacement card is activated, the Cardholder should destroy the old card.

2.5 Lost, Stolen, or Damaged Purchasing Card

If a Purchasing Card is lost, stolen, or damaged, the Cardholder must notify the bank immediately at (800) 344-5696 and notify the Program Administrator as well. Fraudulent transactions must be reported to the bank within sixty (60) days of the date of occurrence for the City of Cincinnati to recover losses.

After the above notification procedures have been completed, the Program Administrator will receive a replacement card (5-7 business days) and forward to the DAO of the cardholder. A Purchasing Card that is found after it has been reported lost or stolen must be destroyed by cutting it in half. The same procedure applies if a card is damaged.

2.6 Preauthorized Charges

If arrangements have been made for preauthorized charges, such as a magazine subscription or weekly shipment of an item, and the Cardholder leaves the City of Cincinnati, the vendor must be notified by the Cardholder prior to leaving or by the DAO of the department that the account has been closed and all preauthorized charges should stop. Failure to contact the vendor regarding a closed account number that a vendor has on file will result in future transactions being placed on the card regardless of whether the account was closed. If a Cardholder reports a card lost/stolen and has preauthorized charges, the Cardholder should contact the merchant and provide them with the new, replacement card information so there is no interruption in service.

2.7 Transfer Within the City of Cincinnati Organization

Cardholders who transfer within the City of Cincinnati to another unit must surrender their Purchasing Card and all supporting documentation to their DAO before leaving. The DAO should contact Procurement to initiate closure of the account. If the Cardholder will require the use of a Purchasing Card in his/her new position, he/she must submit a new Cardholder Setup Form signed by the DAO and department head of their new department and forward to the Program Administrator.

2.8 Separation from the City of Cincinnati

Prior to separation from the City of Cincinnati, Cardholders must surrender their Purchasing Card(s) and corresponding support documentation to their DAO. It is the agency DAO's responsibility to assure the return of the Purchasing Card(s) during the exit interview process and notify the Program Administrator to immediately cancel the card(s).

2.9 Card Cancellation

An email message should be sent to the Program Administrator requesting the Cardholder's account be placed on hold if he/she is leaving the City of Cincinnati or their department. The department must then follow up by sending a completed account maintenance form to the Program Administrator requesting that the account be closed. If a card is to be cancelled due to theft or fraud, an email should be sent immediately to the Program Administrator and the bank notified by the cardholder.

3: USING THE PROCUREMENT CARD

3.1 Making a Purchase with the Purchasing Card

The Cardholder must ensure he/she has appropriate approval (if required) before making a purchase with the Purchasing Card. The Cardholder should purchase from a City of Cincinnati term contract (master agreement) whenever possible to fulfill the City's contractual obligations. The Purchasing Card is not intended to bypass the City's competitively procured contracts.

In addition, the Cardholder must confirm that the selected merchant accepts MasterCard. When making purchases in person, the Cardholder must sign the charge receipt and retain the customer copy. The Cardholder must have itemized original receipts to back up their purchases. The Cardholder should verify that either the charge receipt or sales receipt complies with the requirements for supporting documentation.

The City of Cincinnati is exempt from Ohio state sales tax. It is the Cardholder's responsibility to ensure that this tax is not charged. The City's tax identification number is 31-6000064. A tax exemption certificate can be obtained from City Purchasing by emailing such request and the vendor's name to citypurchasing@cincinnati-oh.gov. Allow one or two business days for completion of the request. If sales tax is charged by a vendor in the State of Ohio, it is the Cardholder's responsibility to contact the vendor for reimbursement of the tax. If reimbursement is not made by the vendor, it is the cardholders' responsibility to provide payment of such tax charged to the P-card.

When making purchases via telephone, the internet, and mail order, the Cardholder is responsible for obtaining all documentation (packing slips, mail order form copies, etc.) related to the purchase and verifying that the documentation complies with the requirements for supporting documentation, regardless of who receives the shipment.

3.2 Recommended Uses for the Purchasing Card

Cardholders are authorized to use the Purchasing Card to purchase many business-related goods and services needed to perform the mission of the City of Cincinnati as carried out through its various departments, boards, and commissions. Transactions that are placed on the Purchasing Card should not conflict with any of the City of Cincinnati Financial Policies or the violations and restrictions in section 3.3 of this manual.

Personal purchases may not be made with the card, even if the Cardholder's intent is to reimburse the City. Personal purchases made with the card subject the Cardholder to disciplinary action up to and including possible card cancellation, termination of employment, and/or criminal prosecution.

Suggested Uses for the Purchasing Card

- Small Dollar Emergency Purchases
- Dues and Subscriptions
- Books
- Memberships (professional organizations only)

3.3 Unauthorized Card Use General Types of Purchasing Card Violations

The general types of Purchasing Card violations include abuse, misuse, negligence, and fraud. Abuse, misuse, and negligence are violations for which no personal gain results. Fraudulent violations are those in which deception was deliberately practiced for unfair or unlawful gain.

Only the Cardholder whose name is embossed on the Purchasing Card is authorized to use the card and is responsible for ensuring that all charges made with the card comply with these Policies and Procedures.

Examples of Purchasing Card Violations:

- Any transaction that violates any City of Cincinnati Financial Policy
- Meals¹
- Donations to charitable organizations

¹ Under limited circumstances, in accordance with established City laws and policies, the purchase of meals using the P-Card may be approved. Please contact the Office of Procurement for guidance regarding this matter.

- Items for personal use or non-City of Cincinnati purposes
- Purchase of alcohol
- Travel and training if the cardholder does not have a travel card
- Payments to individuals and employees

Abuse/Misuse/Negligence Violations

Examples of abuse, misuse, and negligence include:

- Intentionally splitting a purchase to circumvent delegated authority or transaction limits
- Failing to maintain receipts and other documentation or obtain approvals
- Not turning all required documentation in for payment in a timely manner
- Paying sales tax in the State of Ohio
- Other breaches of City policies and procedures

Fraudulent Use of the Purchasing Card

Use of the card for personal or non-City of Cincinnati purchases may result in card termination and the cardholder may be subject to potential disciplinary action up to and including termination of employment and/or criminal prosecution. In addition, a Cardholder found to have fraudulently used a Purchasing Card is personally liable for any fraudulent charges and shall be required to reimburse the City of Cincinnati for such charges.

3.4 Merchandise Credit/Exchange

The Cardholder is responsible for contacting the merchant when merchandise purchased with the Purchasing Card is not acceptable (incorrect, damaged, defective, etc.) and for arranging a return for credit or an exchange.

If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the supporting documentation for that purchase. RECEIVING CASH OR CHECKS TO RESOLVE A CREDIT IS PROHIBITED. THE VENDOR MUST CREDIT YOUR ACCOUNT. If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the supporting documentation for that purchase.

3.5 Charge Dispute Resolution

If items purchased with the Purchasing Card are found defective or the repair or services faulty, the Cardholder has the responsibility to return item(s) to the merchant for replacement or to receive a credit on the purchase(s). If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be in DISPUTE. A disputed item must be noted on the Cardholder's Record of P-Card Purchases.

Most often, disputes are initiated by calling the U.S. Bank 24-hour Customer Service Center at (800) 344-5696 and requesting the change. Charge disputes are governed by Mastercard regulations, which provide instructions for action and timeliness by type of dispute. Formal disputes are usually resolved within thirty (30) days of initial contact. For a dispute to be processed, the Cardholder must notify U.S. Bank within sixty (60) days from the date of the first statement on which the item was billed to preserve their billing rights. Upon notification, U.S. Bank begins researching the disputed item. During the

research period, the item is put into suspension until a decision is reached, and within ten (10) days a follow-up letter is sent to the Cardholder by a representative specifically assigned to the dispute. A response must be received at U.S. Bank by the date indicated on the follow-up letter, or the item is removed from the dispute process.

3.6 Training and Travel Card

The training and travel card is to be used to cover expenses while traveling on City of Cincinnati business, such as hotel reservations, airline tickets, ground transportation, and conference registrations; or for training, including on- or off-site training, in-person or online. Travel privileges must be approved via City Form 70-S – Permission to Travel prior to any travel arrangements being made. All itemized receipts must be submitted with the monthly statement. Please review the applicable [travel policies](#) for more information.

4: DOCUMENTATION

4.1 Receipts

All receipts for Purchasing Card purchases must be detailed and itemized. Receipts should show all items purchased, not just a total amount. Payment-alone signature receipts will not be considered by the auditor as proof of the purchase if it is not accompanied by the vendor's itemized receipt.

To document online purchases, the Cardholder must provide an emailed receipt or should make a copy of the screen that indicates the purchase was paid with a credit card. The emailed receipt or screen print should also show the date of the transaction, items purchased, and the total dollar amount. Just like other purchases, online purchases must be documented with detailed/itemized receipts.

For any training or travel expenses, the approved Form 70-S must be submitted along with the receipts each month.

4.2 Record of Purchases

Cardholders must record the details of each purchase in the Record of P-Card Purchases form. The form must be signed by both the Cardholder and the DAO, and be submitted monthly along with the card statement and receipts.

4.3 Record Retention

Cardholder Responsibility: The Cardholder is responsible for obtaining purchase documentation from the merchant (sales receipt, packing slip, etc.) to support all purchases made with the Purchasing Card and verifying that the documentation complies with the requirements for supporting documentation.

Department Approving Official Responsibility: It is the DAO's responsibility to ensure that copies of all supporting documentation and the corresponding Cardholder Statement of Account are retained within the organizational unit per the City of Cincinnati retention schedule.

5: VERIFICATION AND REVIEW PROCEDURES

5.1 Verification of Charges by Cardholder

Cardholders are accountable for all charges made with their Purchasing Cards and are responsible for checking all transactions against the corresponding supporting documentation to verify their accuracy and propriety. If the Cardholder disputes a charge, the nature of the dispute and the final resolution must be documented. This documentation must be retained with the Statement of Account on which the disputed charge appears.

After all transactions on the monthly statement have been verified, the Cardholder must submit to their Department DAO within three (3) business days of the statement close date the following: a copy of their statement, completed Record of P-Card Purchases form, all original receipts, and other supporting documentation as needed.

5.2 Verification of Cardholder charges by DAO

The DAO is responsible for reviewing each transaction on the monthly bank statement to verify charges, review supporting documentation, and note any discrepancies. The DAO is responsible for verifying that the proper accounting codes have been used and for entering the information into the City's financial system (CFS). Payment requests are entered into CFS using a GAX or IN document using vendor code VS1000009203. All purchases less than \$3,000 do not require certification. Any purchases that are approved by the Office of Procurement that exceed the \$3,000 no-certification limit must have funds certified to the U.S. Bank master agreement (MA 107 15x0001) before the purchase is made with the Purchasing Card.

The following day, a cover sheet listing the vendor, accounting lines to be charged, and the amount to be paid will be available. The cover sheet should be signed by an authorized Director or designee. The signed cover sheet, statement(s), signed Record of P-Card Purchases, and all original receipts and applicable supporting documents must be submitted to Accounts & Audits within six (6) business days after the statement close date.

The Department is required to retain copies of all support documentation for a minimum of three (3) years after the current year. The originals will be housed in the Accounts and Audits Division of Finance for the required ten (10) year period. Please consult your Records Retention schedule for further guidance.

5.3 Independent Review and Approval of Cardholder Transactions by Accounts and Audits

The Cardholder's Statement of Account is reviewed monthly by the Accounts and Audits Division of the Finance Department for adequate documentation, appropriate use of accounting codes, and other factors in accordance with City financial policies and procedures.

For transactions that lack adequate supporting documentation, the Cardholder will be contacted to obtain an explanation, supporting documentation, and/or reimbursement.

Charges for which satisfactory explanations or documentation cannot be obtained will be deemed unauthorized and/or inappropriate. If serious irregularities are detected during the review process, Accounts and Audits will notify the Department Head and the Program Administrator.

5.4 In-Person Compliance Reviews

To ensure compliance with City of Cincinnati Purchasing Card Policies and Procedures, the Office of Procurement, the Internal Audit Division, or the Accounts and Audits Division may conduct in-person reviews of each Department's Purchasing Card practices and record management.

The scope of the review is to verify that the responsibilities and duties of the Cardholder and DAO are clearly understood, that all Purchasing Card activities are compliant to City policies and procedures, and to identify any potential process improvements.

5.5 Annual Recertifications

Each cardholder is required to submit an annual recertification form for both the procurement and travel cards.

6: FORMS

Cardholder Setup Form

Cardholder Account Maintenance Request

Record of P-Card Purchases

Department Approving Official Authorization

Procurement Card & Travel Card Annual Recertification

Cardholder Setup Form

All personal information fields and signatures are required.



Full Legal Name: _____
First Middle Last

Name Appearing on Card: _____
First (Middle Initial Optional) Last – e.g., 'Jeff' instead of Jeffrey; middle name used as first name in lieu of legal first name; etc.

Department/Division: _____

Email Address: _____

Birthday: _____ **Last 4 of SSN:** _____ **Bus. Phone:** _____
MM/DD/YYYY For security purposes only.

Bus. Address: _____
Numeric and street, city, state, and zip code.

P-Card

Monthly Spending Limit

Default \$10,000
Other _____

Transaction Limit

Default \$3,000
Other _____

Travel/Training Card

Monthly Spending Limit

Default \$15,000
Other _____

Signatures

Department Approving Official **Date**
The Department Approving Official, by signing this Agreement, acknowledges his/her responsibilities in the administration of this program as detailed in the P-Card Policy and Procedures.

Department Head **Date**
The Department Head, by signing this Agreement, acknowledges and accepts his/her responsibilities in the administration of this program as detailed in the P-Card Policy and Procedures.

Employee **Date**
I certify that I am requesting a City of Cincinnati P-Card and I understand and agree to the terms set forth herein. I agree that I will relinquish my P-Card(s) to the City upon termination of employment or when requested to do so. I understand that failure to use the P-Card(s) in accordance with all rules and regulations may require relinquishing the P-Card(s) and may result in disciplinary action.

Procurement Authorization **Date**

U.S. Bank

Cardholder Acknowledgement of Receipt



Your participation in the City of Cincinnati's P-Card Program is an agreement that carries responsibilities along with it. Although the P-Card is issued in your name, it should be considered City property and should be used in good judgment. Your signature below is verification that you understand the P-Card Program Policy and Procedures and agree to comply with all rules, regulations, policies, and procedures of the program, as well as the following responsibilities.

1. I understand the card is for approved purchases only and I agree not to charge personal purchases. Improper use of this card can be considered misappropriation of funds. This may result in disciplinary action up to and including termination of employment.
2. I understand that the City of Cincinnati is not responsible for any charges made on a P-Card that are found to be unauthorized, inappropriate, undocumented, or violate any City policy as set forth in the P-Card manual. I agree that I am solely responsible for such charges and will reimburse the City of Cincinnati upon demand for any charges arising from such misuse.
3. I understand that I am the only person authorized to use my P-Card(s) and that I am fully responsible for all charges made.
4. I understand that the City of Cincinnati will monitor and audit my use of the P-Card.
5. Cardholders are expected to comply with internal control procedures to protect City assets. This includes keeping receipts, reconciling P-Card monthly Statements of Account, and following proper P-Card security measures.
6. Cardholders are responsible for resolving any discrepancies by contacting the merchant or the bank.
7. If the card is lost or stolen, I will immediately notify U.S. Bank. I will confirm reporting the lost or stolen card by notifying the program administrator as soon as possible thereafter.
8. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
9. I understand that by using the P-Card, I will be making financial commitments on behalf of the City of Cincinnati.
10. I understand that a card is not necessarily provided to all employees. Assignment is based on business needs. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Employee Signature

Employee Printed Name

Date

usbpayment.com



Cardholder Account Maintenance Request



Cardholder Name: _____ Department/Division: _____

Date: _____ Last 4 of Card: _____

Address Change

New Bus. Address: _____
Numeric and street, city, state, and zip code.

Name Change - *Name changes require cancellation of existing card and issuance of a new card with updated information.*

New Full Legal Name: _____
First Middle Last

New Name Appearing on Card: _____
First (Middle Initial Optional) Last – e.g., 'Jeff' instead of Jeffrey; middle name used as first name in lieu of legal first name; etc.

*Credit Limit Change

Permanent or Temporary; _____ business days

Current Limit: _____ New Limit: _____

Transaction Limit Change

Permanent or Temporary; _____ business days

Current Limit: _____ New Limit: _____

Delivery Order (DO) Number: _____

Description and Justification of Purchase:

Account Closure or Suspension

Close Account Effective Date: _____ Reason: _____

Suspend Account Effective Date: _____ Reason: _____

Unsuspend Account Effective Date: _____ Reason: _____

Other

Cardholder Signature

Date

Department Approving Official Signature

Date

*Department Head

Date

RECORD OF P-CARD PURCHASES

NAME OF CARDHOLDER
(As it appears on card)

AGENCY
(Number)

CLOSING DATE
(Enter closing date of statement)

PAGE OF PAGES

INSTRUCTIONS: Use this form to document City Procurement Card use. Reconcile the information on this form with your monthly billing statement, sign & date the form, & submit it with the billing statement to the Department Approving Official.

Date of Purchase: _____ Account Codes (Funding): _____ Amount Billed: _____

Name & Address of Merchant: _____

Description of Supplies/Services: _____

Date of Purchase: _____ Account Codes (Funding): _____ Amount Billed: _____

Name & Address of Merchant: _____

Description of Supplies/Services: _____

Date of Purchase: _____ Account Codes (Funding): _____ Amount Billed: _____

Name & Address of Merchant: _____

Description of Supplies/Services: _____

Date of Purchase: _____ Account Codes (Funding): _____ Amount Billed: _____

Name & Address of Merchant: _____

Description of Supplies/Services: _____

Date of Purchase: _____ Account Codes (Funding): _____ Amount Billed: _____

Name & Address of Merchant: _____

Description of Supplies/Services: _____

I agree the information contained above is true, complete, and accurate to the best of my knowledge. I am aware that knowingly submitting false information on a City of Cincinnati Record of P-Card Purchases may subject me to discipline and/or other punitive measures as authorized by law.

SIGNATURE OF CARDHOLDER (Sign in ink)

DATE

SIGNATURE OF DEPARTMENT APPROVING OFFICIAL

DATE

Department Approving Official (DAO) Authorization



To: Procurement Card Program Administrator (Office of Procurement)

From: _____
Department Director Name

Department

Subject: Department Approving Officials (DAOs)

The following staff member(s) are authorized to become designated as a Department Approving Official(s) for the City of Cincinnati's Procurement Card program for employees in the department indicated.

The employee(s) understand(s) and agree(s) to carry out the appropriate authority related to this designation as identified in the Procurement Card Policy and Procedures Manual.

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

Department Head Signature

Date

City of Cincinnati
Individual Procurement Card & Travel Card
Annual Recertification

Cardholder Name: _____

Department/Division: _____

Billing Address: _____

Business Telephone Number: _____

Procurement Card

Monthly Limit: _____

Single Purchase Limit: _____

Travel Card

Monthly Limit: _____

Department Head Signature: _____

The Department Head, by signing this Agreement, acknowledges and accepts his/her responsibilities in the administration of this program as detailed in the Program Procedures.

Employee Signature: _____

I agree that I will relinquish my Procurement Card to the City upon termination of employment or when requested to do so. I understand that failure to use this P-Card in accordance with all rules and regulations may require relinquishing the P-Card and may result in disciplinary action.

I UNDERSTAND THAT THIS PROCUREMENT CARD CANNOT BE USED FOR ANY PERSONAL USE AND ANY SUCH USE WILL REQUIRE IMMEDIATE REIMBURSEMENT AND WILL RESULT IN DISCIPLINARY ACTION WHICH MAY INCLUDE DISMISSAL.

Date: _____