



BANK OF AMERICA MASTERCARD PROGRAM PROCUREMENT CARD

You have been selected to obtain and use a Bank of America MasterCard Procurement Card (P-card). As an authorized Arkansas and UAMS P-card holder, you must agree to the following terms and conditions, regarding the use and safekeeping of the credit card entrusted to you. Failure to adhere to the terms and conditions may result in suspension of the P-card, or disciplinary actions. Please initial each line below.

I have received training on the Purchasing Card policy and procedures.

I acknowledge that I do not have any accounts payable duties or functions; if I do, my card privileges will be revoked.

I accept full responsibility for the safekeeping of the P-card assigned to me.

I acknowledge that I may delegate someone to use the P-card, but the individuals delegations may not exceed five days, as required. The delegation log must be completed by the delegate. Completed logs must be sent to the Procurement Director at the end of each card cycle.

I acknowledge that even if I allow delegations, I am still responsible for the purchases made by any delegates and will be invoiced for any unauthorized charges.

I acknowledge I will make financial commitments on behalf of UAMS and will always endeavor to obtain fair and reasonable prices.

I acknowledge I will not use the P-card – or allow my delegates to use the P-card – for items that are on the GPO, UAMS contract, or state mandatory contract. Please see Appendix A.

I, or any delegates, will not use the P-card for non-state business, unauthorized charges, or personal purchases. If such charges occur, I – or my delegates – may be required to reimburse UAMS directly for all incurred charges and fees related to the collection of those charges.

I, or any delegates, will not split purchases to avoid the transaction limit or the state mandated procurement thresholds. In addition, part of the cost cannot be placed on the P-card, while the remaining cost is done as a personal reimbursement. Deliberate splitting of purchases may result in suspension of P-card privileges.

I will immediately report the theft or loss of the P-card to the Bank of America by phone at 1-888-449-2273. I will then notify the Agency Card Liaison in UAMS Procurement. Failure to notify the appropriate authority immediately upon theft, loss, or misplacement of the P-card will make me personally responsible for any fraudulent or unauthorized use.

___ I will surrender my P-card upon (1) termination of employment with the State of Arkansas; (2) retirement; (3) transfer to another department at UAMS, or agency of the state; (4) if requested by my supervisor, the Agency Card Liaison, or Office of State Procurement.

___ I understand that I am responsible for ensuring all original receipts are obtained and submitted in accordance with UAMS Workday Procurement Card Verification.

___ I acknowledge that I will monitor card activity once a week, to ensure fraudulent activity is not occurring.

___ I understand if I do not recognize a charge, and the vendor will not resolve it, I should contact the Bank of America at 1-866-500-8262 to dispute the charge. Disputes must occur within 60 days of the charge.

___ I understand all P-card verifications in Workday must be completed by the end of each cycle. Failure to adhere to these due dates can result in cancellation of the P-card.

___ I acknowledge and agree with the consequences of P-card Noncompliance. Please see Appendix B.

___ If I allow the use of delegates, they will be required to complete the Delegate Acknowledgement Form, which is an abridged version of these terms and conditions.

I understand that failure to follow any of the above listed terms and conditions or if found to have misused the P-card in any manner may result in disciplinary actions as noted in Appendix B. I hereby accept the above terms and conditions.

Employee Printed Name

Employee Signature

Date Signed

APPENDIX A

Allowed v. Non-Allowed

These items should NEVER be purchased with a P-card:

- Alcohol
- Services – Work performed for remuneration
- Greeting cards of any kind
- Employee appreciation or celebration supplies or food
- Items for personal use
- Personal convenience items (coffee, coffee makers, microwaves, refrigerators, ice makers, etc.)
- Moving/relocation expenses
- Pre-paid cards, to include gift card or pre-loaded visas
- Printing – wet ink on paper
- No software licenses, maintenance agreements
- Travel expenses of any kind
- Medications
- Gifts – to include flowers
- Construction or remodeling
- IT Equipment – including, but not limited to, computers, monitors, tablets, cameras and camera equipment, video equipment, printers, copiers, scanners, televisions, cell phones.
- Minor IT Equipment – including headphones, microphones, webcams, keyboards, speakers, and others. These can be obtained via one of the UAMS or state contracts.
- Any item that is on a state mandatory contract, unless it is purchased with the state vendor, at or below the sales contract price
- Supplies and Equipment, including:
 - Medical or Lab Supplies
 - Medical Devices
 - Medical Equipment
 - Non-Medical supplies, including personal protective equipment, printer supplies, office supplies, janitorial supplies, lab supplies
 - Office furniture
- Decorative items, such as plants, wall-hangings, clocks, lamps intended for non-public areas. Faculty and staff offices and employee break rooms are not considered public areas.
- Cash withdrawals
- Travel related parking fees
- Fuel
- Gifts, contributions, and pledges
- No capital equipment or fixed assets otherwise not included above
- Toilet paper or other paper products

- Retirement events
- Personal roadside emergencies not allowed

Items allowed on the P-card:

- Books for students or residents – purchases of more than 20 books should be coordinated with the library and done on a requisition
- Courier services
- Postage
- Memberships with a completed Membership Justification Form
- Licenses or certifications – form to be developed
- Online webinars or conferences
- Publication fees – however, please attach documentation to support that the publication is not a predatory journal
- [REDACTED]
- Roadside emergencies of UAMS vehicles

I have read the above uses and restrictions of the P-card, and will comply. If a special circumstance not listed above arises, I will contact the Procurement Director for guidance.

Please initial and date:

APPENDIX B

Consequences of P-card Non-Compliance

Violations of P-card policies including use of a P-card for personal or non-University purposes can have serious consequences for cardholders. Per the State of Arkansas laws and rules governing the P-card program, cardholders who misuse or fraudulently use a P-card are subject to investigation, disciplinary action, termination of employment, and may also be subject to criminal prosecution. The State of Arkansas does not allow for the use of delegates, but UAMS recognizes that our cardholders might not always be available for purchasing, which negates the convenience of a P-card program.

Therefore, all rules and restrictions apply to any delegates you might select, and as the cardholder, you are responsible for enforcing these, as ultimately, you will be responsible for any non-compliance purchases made. The actions listed below apply both to delegates and the cardholder.

1st incident of non-compliant activity: For a first offense of a non-allowable purchase on your P-card, or failure to verify your P-card charges by the verification due date, the Procurement Director will issue a written warning. The cardholder, cardholder's manager, and the Assistant Vice Chancellor Supply Chain will be notified.

2nd incident of non-compliant activity: For a second offense of a non-allowable purchase on your P-card, or failure to verify your P-card charges by the verification due date, the Procurement Director will issue a second written warning to the individuals listed above, but will also immediately suspend the P-card for one spending cycle. Additional training will be required in order to reinstate P-card privileges.

3rd incident of non-compliant activity: For a third offense of a non-allowable purchase on your P-card, or failure to verify your P-card charges by the verification due date, the Procurement Director will issue a third written warning to the individuals listed above. The cardholders P-card will be cancelled and a new P-card will not be re-issued until such time that your department officials, along with the Procurement Director, agree that a new card may be issued. The cardholder's manager must submit written justification to support reinstatement of P-card privileges for consideration. If the Procurement Director approves reinstatement, additional training will be required. Reinstated P-card may also have their spending limits lowered at the discretion of the Procurement Director.

Ongoing non-compliant activity: Habitual non-compliant activity, as determined by the Procurement Director and Assistant Vice Chancellor of Supply Chain, will result in the irrevocable loss of P-card privileges. Additionally, this will be communicated to the Office of State Procurement.

Personal/non-allowed purchases will be invoiced to the cardholder for repayment to UAMS.

Whenever fraudulent activity is suspected, a cardholders P-card will be immediately canceled and notification issued by the Procurement Director to the cardholder, the cardholder's supervisor, the Chief Financial Officer, and Internal Audit. If validated, fraudulent use of a P-card may result in termination of employment as well as criminal prosecution.

I have read the above consequences of P-card non-compliance.

Please initial and date: