FISCAL ADMINISTRATOR / DEPARTMENT CARD COORDINATOR AGREEMENT
UNIVERSITY OF HAWAII
PURCHASING CARD

The Purchasing Card program is intended to delegate both authority and responsibility for small dollar purchases to front line people in your organization. However, as a public entity, the University is expected to maximize to the fullest extent practicable the purchasing value of public funds. While it is the respective Chancellor, Vice President and/or Dean/Director who has the overall responsibility for the small dollar purchases by units under their direction and jurisdiction, the department Fiscal Administrator and Department Coordinator monitor the daily operation of the Purchasing Card program in each organization to ensure the proper expenditure of public funds. This Agreement lists your primary responsibilities in the Purchasing Card program:

- To comply with the terms and conditions of this Agreement and the applicable provisions of the Administrative Procedures Manual, presently and as may subsequently be revised. I acknowledge receipt of the Manual and affirm that I have read and understand its terms and conditions. I understand that my organization is liable to First Hawaiian Bank for all Purchasing Card charges made by the people in my organization.

- To review, monitor, or audit the purchases and certify availability of funds for payment.

- To promptly review the appropriate reports and make any needed accounting adjustments.

- To promptly report to the Purchasing Card Administrator any improper or unauthorized use of the Purchasing Card. If it is determined that the improper or unauthorized use is grounds for revocation of Purchasing Card privileges and/or disciplinary action, a report of the misuse and any proposed corrective action shall be forwarded to the Office of Procurement and Real Property Management and for serious violations, the Vice President of Administration and the Internal Auditor.

- To ensure that Cardholders promptly report any compromised, lost or stolen Purchasing Cards.

- To close the accounts of Cardholders who are leaving employment at the University or who have had their Purchasing Card privileges revoked.
To ensure that the purchasing card records are filed and retained for review and audit in accordance with Executive Policy E2.216.

FISCAL ADMINISTRATOR:

Signature

Date

Print Name

FO Code

Department

Campus Address

/ 

Campus Telephone No.

Campus Fax No.

E-mail Address

DEPARTMENT COORDINATOR:

Signature

Date

Print Name

Department

Campus Address

/ 

Campus Telephone No.

Campus Fax No.

E-mail Address