

LIAISON 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 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 Officer, Assistant Fiscal Officer or Administrative Officer who is designated as the Liaison monitors 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 available through First Hawaiian Bank and make any needed accounting adjustments.
- To promptly report to the Dean/Director any improper or unauthorized use of the Purchasing Card. If the Dean/Director determines 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 Senior Vice President for Administration, the Director of Financial Management and the Internal Auditor.
- To ensure that Cardholders promptly report any lost or stolen Purchasing Cards.
- To ensure that Cardholders who are leaving employment at the University or who have had their Purchasing Card privileges revoked return their Purchasing Cards.

- To obtain Cardholder transaction documents and attach them to their Cardholder Statement of Account or equivalent FMIS report, and retain these records for subsequent review and audit.

DEPARTMENT LIAISON:

Signature

Date

Print Name

Department

Campus Address

Campus Telephone No. / Campus Fax No.

E-mail Address