

MEMORANDUM OF UNDERSTANDING
UNIVERSITY OF HAWAII
PURCHASING CARD

In a mutual effort to provide a convenient method for faculty and staff to rapidly and easily make small dollar purchases, this Memorandum between the Office of Procurement, Real Property and Risk Management and the below named college, school, department, or office is made and entered into for the delegation of Purchasing Card authority and responsibility. It is understood that the college, school, department, or office may withdraw from the Purchasing Card program at any time. Further, Purchasing Cards are issued to individuals only upon the approval of each Cardholder Agreement by the department's dean or director. The respective dean or director must withdraw such authorization for an individual when misuse or impropriety is reported and until the matter is resolved.

Purchasing Cards are issued through and monitored by the delegated Department Liaisons. The college, school, department or office will establish and maintain on-line access to PVS Net, which is used as the Purchasing Card on-line reporting system.

The University is liable for all Purchasing Card transactions. However, the University does not maintain any central fund that is available to cover spending beyond the applicable budget. It is the responsibility of the dean/director to ensure that the cardholder does not overspend his/her budget. In the event a cardholder makes purchases beyond his/her budget, the dean/director shall ensure that appropriate steps are taken to prevent such recurrence, including revocation of the Purchasing Card privilege. Any such expenditure shall be the responsibility of the cardholder's college, school, department, or office.

For

Enter name of the College, School, Department or Office

Signature of Vice-President, Dean or Director

Print Name

Print Title

Date