

Department of Procurement Services  
PCard Cardholder Agreement & Application

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Please read and retain as a reference for training, login, and information.

Activation & verification codes for the card are a combination of ODU Agency code 221 and your birth date (mmddyy). Ex: 221122779

The

## Cardholder & Account Information





## Department of Procurement Services PCard Approver/Reviewer Agreement

The Purchasing Card (PCard) Program is designed to streamline the procurement process for small dollar transactions, reducing administrative cost for the University and vendors. Approver/Reviewers are expected to ensure that cardholders they supervise use cards properly. Therefore, they are expected to know general policies and procedures governing the University PCard Program.

By signing below, Approver/Reviewers agree to:

- 9 Approve issuance and use of cards for employees under their supervision if the employees are University classified or faculty (not hourly or employees of the Foundation).
- 9 Determine spending limits for the cardholder based on an estimate of the department's spending needs.
- 9 Ensure proper use of card by reviewing departmental charges for accuracy and appropriateness of purchases.
- 9 Electronically review and approve the cardholder's transactions in Works using the following documentation for the cardholder: the DU Reconciliation report, receipts, credit slips, and other needed justifications.
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