



Procurement Card (PCard) Request Form

Employee Name:		<input type="checkbox"/> New	<input type="checkbox"/> Replacement
Position:	Employee ID:	SFU Computing ID:	
Telephone:	Fax:	BMO User ID: D00490	
Faculty/ Department:		Reports to:	
Mailing Address:			
PCard Coordinator: <i>(if different, person reconciling online PCard Account)</i>		<input type="checkbox"/> Individual	<input type="checkbox"/> Department
SFU Computing ID:	Telephone:	BMO User ID: D00490	

- I acknowledge that the PCard will be issued to make purchases in the course of my regular duties in connection with Simon Fraser University.
- I understand I cannot use the PCard for personal purchases or cash advances.
- I shall undertake to protect the PCard and the PCard account number and realize that it is for my use only, not to be divulged to any other person (except a merchant with whom I am transacting on behalf of Simon Fraser University). If my PCard is lost or stolen, I agree to immediately notify Bank of Montreal and the PCard Administrator.
- I understand that this PCard is the property of the Bank of Montreal MasterCard, assigned to me, on behalf of Simon Fraser University and that in the event of wilful or negligent default of these obligations, SFU shall take recovery action, deemed appropriate, that is permitted by law. This could result in a) immediate and irrevocable forfeiture of the card; and/or b) disciplinary action.
- I agree to return this PCard upon request of the PCard Administrator, upon termination of employment, whether for retirement, voluntary separation, resignation or dismissal. I may also be requested to surrender the PCard for reasons not related to my own personal situation, such as reorganization or transfer.
- I understand that I will receive a PCard statement that will report all activity during the statement period. I will resolve any discrepancies by either contacting the Bank of Montreal or the Vendor.
- I understand that I will be required to obtain a copy of the cash register receipt, invoice or packing slip and attach them to the statement and keep the paper documents available for retrieval if requested by SFU Finance for audit purposes.
- I understand that since the PCard is the property of Simon Fraser University, I may be periodically required to comply with Internal Audit control procedures.
- My signature on this document indicates that I have read and understood the Procurement Card reference material and I agree to comply with the requirements and that I will not knowingly breach the guidelines and procedures set forth in the Guidelines.

Applicant Signature:	Date:
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PCARD LIMITS

Maximum Canadian dollar limit for the PCard is \$2,500.00 per transaction and \$10,000.00 per month (total charge includes currency exchange, shipping, taxes, custom brokerage and any other related costs).

Default GL Account Code: *Project accounts (research, specific purpose, grants) are NOT approved default accounts.*

FUND		DEPARTMENT				ACCOUNT			
Authorized Signature (Manager):						Date:			
Name/Title:									

PCard Administrator Use Only <i>(shaded areas)</i>		Card #: 5550 0000
Date Requested:	Request ID:	Date Received Card: