

**UC HASTINGS COLLEGE OF THE LAW
PROCUREMENT CARD APPLICATION**

The Purchasing Card (P-Card) is the property of UC Hastings College of the Law. The College can request at any time that it be returned to the College. It is issued by Wells Fargo Bank (WFB) in accordance with their commercial credit requirements. The Purchasing Department is the College's P-Card Office. Purchasing will issue the P-Card and will notify you if a card cannot be issued. You will receive and can activate your card following your submission of the completed application, the completion of the Cardholder User Agreement and after you and your approver have completed P-Card training.

SECTION 1 – APPLICANT INFORMATION (To be completed by Applicant)

NAME AS IT WILL APPEAR ON THE CARD (A MAXIMUM OF 24 CHARACTERS & SPACES) _____

COLLEAGUE ID NUMBER _____

DEPARTMENT _____

EMAIL ADDRESS / OFFICE NO. _____

SUPERVISOR'S NAME / EMAIL _____

SECTION 2 – SPENDING INFORMATION (To be completed by the Applicant's Supervisor)

CARD TYPE (Select Only One) HCL1 ___ HCL 2 ___ HCL 3 ___ HCL4 ___ HCL5 ___ HCL6 ___

• HCL1 Department Card	Used for routine purchases such as copy and mailing services, books, supplies, memberships, airfare with a maximum credit limit of \$2,500 per month.
• HCL2 Department Card	HCL 1 card with...a maximum credit limit of \$5,000 per month.
• HCL 3 Department Card	HCL 1 card...plus utilities, facility repairs, plumbing, hardware, maintenance supplies. Limited to large departments such as Facilities, McAllister Tower and Library with a maximum credit limit of \$7,500 per month. This card type must be approved by the Controller.
• HCL 4 – Travel Only Card	Card limited to travel and entertainment merchants with a maximum credit limit of \$3,000 per month or a declining balance as determined by traveler's supervisor.
• HCL 5 – Division Head Card	HCL 3 card with... travel and entertainment – reserved for Sr. Staff.
• HCL 6 – Declining Balance	This card has a preset amount; once the amount is used, the card can no longer be used unless the amount is re-stored.

TRANSACTION LIMIT (DOLLAR AMOUNT) \$2,500

MONTHLY CARD LIMIT (DOLLAR AMOUNT) \$X,XXX or \$ _____ (Not to Exceed Preset Limits)

OR

DECLINING BALANCE DOLLAR AMOUNT \$ _____

THE ANNUAL CREDIT LIMIT (THE MONTHLY CARD LIMIT X 12 FOR ALL ISSUED CARDS) CANNOT EXCEED THE TOTAL ANNUAL OPERATING (EXCLUDING AMOUNTS BUDGTED FOR SALARIES, WAGES, PAYROLL TAXES AND EMPLOYEE BENEFITS) BUDGET FOR THE ACCOUNTS LISTED.

LIST THE HCL DEPARTMENT PROGRAM ACCOUNT CODES THE CARDHOLDER MAY CHARGE TO (I.E. 00-11020):

_____, _____, _____, _____, _____,

_____, _____, _____, _____, _____,

_____, _____, _____, _____, _____,

_____, _____, _____, _____, _____,

_____, _____, _____, _____, _____,

SECTION 3 – CARDHOLDER BANKING INFORMATION – OPTIONAL (To be completed by the Applicant Online)

Upon receipt of your card, you will be required to activate your card and commercial electronic office (CEO) account. As part of this process, you will be able to modify your personal profile information. This process will allow you to link your P-Card to your personal checking or savings account. This is required for reimbursement of out-of-pocket expenses. If you make any personal or unauthorized charges on the card, Hastings will automatically debit your personal account for any funds owed to Hastings.

You are responsible for immediately notifying Wells Fargo bank by calling 1-800-932-0036 and the P-Card Program Office at (415) 565-4605 and your supervisor if:

- The card has been lost or stolen;
- If there are fraudulent and/or unauthorized purchases made with the card

**The P-Card is provided for your use when performing official, authorized, college business.
It cannot be used for personal transactions not related to College business.**

If you need to be reimbursed for, any out-of-pocket expenses you must link your P-Card and/or OOP Account to your personal bank account (checking or savings). This information will be used to electronically credit your account for any funds owed to you by Hastings or to electronically debit any funds from your account that you may owe the college. Your personal account information will be safeguarded; it will not be shared with any Hastings department or external agency except for WFB.

At the end of each billing cycle, Wells Fargo Bank will send you an e-mail notifying you that your statement is available.

- You will have ten (10) calendar days to reconcile and have your transactions/statement approved and submit all required receipts to your designated approver (this is generally your direct supervisor).
- Within this timeframe, you will receive a reminder message from the Accounts Payable department to complete the reconciliation process. Failure to comply within the allowable timeframe will result in your charge privileges being temporarily suspended until the reconciliation has been completed and approved.
- Repeated failure to reconcile your monthly statement on time will result in your P-Card being permanently revoked.

You agree to submit all itemized receipts supporting purchases to Accounts Payable by no later than the tenth (10th) calendar day following the end of the monthly billing cycle.

The P-Card Administrators will routinely review the status of all card accounts and review items purchased, transaction details, payment history and other related information. Your transactions are subject to periodic audits by Fiscal Services.

Any changes to this application must be approved by your supervisor.

The P-Card must be returned to Hastings for failure to comply with the program terms-and-conditions, or at the discretion of your direct supervisor, or when you change positions/departments, or when you leave the employ of the College. The P-Card must be safeguarded at all times.

I AUTHORIZE HASTINGS TO PROCESS THIS APPLICATION IN ACCORDANCE WITH THE HASTINGS-WFB P-CARD PROGRAM GUIDELINES.

_____ Cardholder Approver/Department Head (Please Print)	_____ Title
_____ Signature	_____ Date

_____ Divisional Program Coordinator (Please Print)	_____ Title
_____ SIGNATURE	_____ Date

BY SIGNING THIS APPLICATION, I AM APPLYING FOR A HASTINGS-WELLS FARGO BANK (WFB) PROCUREMENT CARD. I UNDERSTAND THE TERMS-AND-CONDITIONS AS STATED ABOVE AND WILL COMPLY WITH THESE REQUIREMENTS.	
_____ APPLICANT'S NAME (PLEASE PRINT)	_____ TITLE
_____ SIGNATURE	_____ DATE

SEND THE COMPLETED APPLICATION TO THE PURCHASING DEPT., ATTN: P-CARD PROGRAM