



Contracts, Purchasing,
and Risk Management

NORTHERN ARIZONA UNIVERSITY

Contracts, Purchasing, and Risk Management

**PURCHASING CARD
APPROVER AGREEMENT**

928-523-4557

RETURN TO:
PO Box 4124
PCard@nau.edu

Revised 4/3/2019

University purchasing cards are used to provide a more efficient and cost-effective method for departments to purchase low dollar value items. As a public entity, the University will conduct itself in a manner that fosters public confidence in the integrity of the University's procurement operation and has implemented policies and procedures around the use of purchasing cards to ensure such confidence.

As a Purchasing Card Approver, my signature below certifies that I:

- will comply with terms and conditions of this Agreement.
- have read, understand and will comply with Purchasing and any other applicable University policy related to purchasing card transactions.
- will promptly report to the appropriate official, any suspected misuse of a purchasing card. Such appropriate official includes, but are not limited to, the leadership staff in my department, the Purchasing Card Administrator, the Comptroller, and/or Internal Audit. I further understand I may report anonymously at <https://nau.edu/internal-audit/report-of-ethical-or-internal-control-concern/>.
- will review purchasing card verifications for assigned Reconcilers in the University's financial system monthly and update accounting information as appropriate.
- will ensure that Reconcilers promptly report a lost or stolen purchasing card, return their purchasing card upon termination of employment with the University and I will immediately report Reconcilers who have terminated employment to the Purchasing Card Administrator.
- will ensure documentation is uploaded for each purchasing card transaction and verify the accuracy of such documentation.
- will assist compliance officers and auditors in examining purchasing card transactions.

Authorization

The undersigned has read the agreement and agrees to all responsibilities.

Approver		Vice President, Dean, Chair or Director	
Print Name:	Date:	Print Name:	Date:
User ID:	PO Box:	Signature:	
E-mail:	Phone:	Contracts, Purchasing, and Risk Management	
Signature:		Signature:	Date: