



University of Central Florida Procurement Card Program

Cardholder Requirements for Full-Time OPS Employees

Note: Since the inception of the Procurement Card Program it has been the University policy not to allow employees with an employment status of "OPS" to be cardholders. Due to the current hiring freeze, the PCard Administration may accommodate full time OPS employees' applications for PCard. The request must show sufficient justification for an exception to the University policy and explain how there is a negative impact to the department's business operations without the exception.

The following requirements for Full-Time OPS employees requesting access to a University PCard are in addition to existing requirements for A&P and USPS employees.

- Full time OPS employees may be issued a UCF PCard upon written request and justification by the Dean, Director or Chair of the department.
• The OPS individual must be an employee for a minimum of two months.
• Full accountability of the OPS employee's purchases, internal controls, confidentiality, and the employee's knowledge of the rules and regulations of the PCard program rests entirely with the OPS supervisor.
• It is the responsibility of the department to ensure that the OPS employee's PCard is handled properly, charges monitored, and approved in a timely manner, as well as employing appropriate PCard termination procedures.
• Monthly credit limits will be established after review of the requested limits made by the Dean, Director or Chair of the department. Such request should provide sufficient justification for the proposed credit limits. Credit limits will be monitored periodically for optimal utilization.
• Before submitting the Cardholder Profile, Cardholder Agreement, and the Ethics Certification, a background check must be initiated by the department through HR (407-823-2771) and the outcome of the investigation must be provided to the Procurement Card Administrator in Finance and Accounting.
• Misuse of the card by the OPS cardholder is the responsibility of the immediate supervisor. If the card is discovered to have been misused, it is the supervisor's responsibility to immediately notify the PCard Administrator so that the card may be canceled and/or other necessary action may be initiated.

OPS Employee (Printed Name & Signature)

Date

OPS Supervisor (Printed Name & Signature)

Date

Dean, Director, or Chair (Printed Name & Signature)

Date