



Broward Community College

Procurement Card Application/Agreement

APPLICANT NAME:	TITLE:	EMPLOYEE NUMBER:
DEPARTMENT:	COST CENTER:	
CAMPUS:	BUILDING/ROOM:	
EMPLOYEE TELEPHONE NO.:	EMPLOYEE EMAIL ADDRESS:	MOTHER'S MAIDEN NAME:

PLEASE INDICATE BELOW THE PROCUREMENT CARD PROFILE REQUESTED (Select only one profile):

<input checked="" type="checkbox"/>	Profile	Credit Limit	Daily Transaction Limit	Per Transaction Limit	Daily Transaction Number Limit
	P1	\$750	\$500	\$500	5
	P2	\$1000	\$750	\$750	5
	P3	\$1500	\$1000	\$750	10
	P4 *	\$2000	\$1250	\$750	10
	P5 *	\$2500	\$1500	\$750	10
	P6 *	\$5000	\$2500	\$750	10
	<i>Custom **</i>				

* Requires approval of College President.

** To be used only in rare instances when greater limits are required. Requires approval of College President.

I, the card applicant, by signing below hereby acknowledge and agree to the following:

- ✓ I have received the BCC Procurement Cardholder Manual and agree to abide by it; and
- ✓ I agree to use the Procurement Card for BCC approved purchases only and agree not to charge personal purchases on the BCC Procurement Card; and
- ✓ I agree to review and reconcile transactions in a timely manner and will maintain all applicable information and receipts; and
- ✓ I agree to return the card immediately upon request or upon termination or separation of employment (including retirement and sabbaticals); and
- ✓ I understand that my cardholder privileges may be suspended, canceled or terminated at any time; and
- ✓ I agree that if I transfer to another department or cost center, I will return my card immediately and arrange for a new one if deemed necessary by my new supervisor; and
- ✓ I understand that BCC may audit the use of the card and report and follow-up on any discrepancies; and
- ✓ I understand that if I violate the terms of the agreement, I will be subject to disciplinary action, up to and including termination of employment; and
- ✓ I agree to reimburse BCC for any and all unauthorized charges and any costs related to the collection of such charges; and
- ✓ I agree that any monies I owe the college as a result of unauthorized charges may be deducted from my salary or wages, or any other monies due to me by BCC; and
- ✓ I agree that the college may take whatever action is necessary, including legal action, to collect any unpaid balances due to unauthorized charges.

Card Applicant Name (Print):	Card Applicant Signature:	Date Signed:
Supervisor/Department Head Name (Print):	Supervisor/ Department Head Signature:	Date Signed:
Dean/Associate Vice-President Name (Print):	Dean/Associate Vice-President Signature:	Date Signed:
Provost/Vice-President Name (Print):	Provost/Vice-President Signature:	Date Signed:
J. David Armstrong, College President (when selecting Profiles P4, P5, P6 OR CUSTOM or when requestor is Provost/VP):	President's Signature:	Date Signed:



Broward Community College

Procurement Card Program Manual

INTRODUCTION

Welcome to Broward Community College's (hereinafter referred to as "BCC") Procurement Card Program. This program is designed to assist in the management of low-dollar purchases only while bringing many benefits to BCC, its employees and suppliers.

What is the Procurement Card?

The Procurement Card is a credit card issued by Bank of America. It is a fast and flexible procurement tool which provides an extremely efficient and effective method of procurement and paying for small dollar items.

The Procurement Card works just like a personal credit card and will enable Cardholders to purchase non-restricted commodities directly from suppliers. Purchases can be completed with suppliers over the phone or in person.

The Procurement Card will be issued in the employee's name with the "BCC" name and tax exemption number being clearly indicated on the card.

The Procurement Card program brings many benefits to...

Cardholders - A Cardholder will be able to obtain goods and services directly from suppliers without the need to use the paper intensive Requisition/ Purchase Order process. By streamlining the procurement process, the Procurement Card will also help improve turnaround time on the delivery of goods and services.

BCC - The Procurement Card program provides a cost-efficient method for procurement small dollar goods. Built-in card features make the program easy to control and reduces processing costs at all levels by minimizing the number of procurement related invoices and checks. This reduced workload provides employees with time they need to focus on negotiating strategic large dollar purchases.

Suppliers - The Procurement Card will be welcomed by over 17 million suppliers worldwide. When accepting the card for business purchases, suppliers need not send invoices since they will receive payment directly from Bank of America (via the Card Association) within 48 hours. All the supplier will need to do is send a paid receipt to the Cardholder.

CONTACT INFORMATION

