

Section 2.0: Card Issuance

- 2.1 **Application Eligibility:** Purchasing cards are issued to employees at the request of the spending unit budget officer. A cardholder must be a full-time employee of Marshall University. Cards **will not** be issued to students, temporary employees, contract employees, or volunteers.
- 2.2 **Application Process:** The designated employee must complete and sign a State of West Virginia Purchasing Card Application **AND** a Marshall University Purchasing Card Application (see Appendices A&B).

All applicable authorizing signatures up to Dean/VP are required before submission to the Accounting Office. The University Purchase Card Coordinator will submit all approved applications to the State Auditor's Office, Purchasing Card Program for processing.

- 2.3 **Cardholder Agreement Form:** The Cardholder Agreement Form (see Appendix C) acknowledges that the cardholder has had adequate training, understands the Purchasing Card Policies and Procedures, and accepts responsibility for compliance with the Purchasing Card Policies and Procedures.

All applicants are required to sign a State Cardholder Agreement Form before card issuance.

Purchasing card applications will not be processed unless accompanied by the Cardholder Agreement Form.

- 2.4 **Card Delegation:** Card delegation is the practice of allowing an individual other than the cardholder whose name appears on the front of the purchasing card to have access to the card or card number to initiate or complete a transaction. Card delegation is prohibited.

Card Delegation includes allowing an individual other than the cardholder to:

- ~~///~~ Have physical possession of the card to make payments to point of sale vendors.
- ~~///~~ Have access to the card number and expiration date to make payments via telephone, internet, or in person.
- ~~///~~ Have access to receipts or invoices that display the card number and expiration date.

Purchasing cards are issued in an individual employee's name. Only that person named on the card is an authorized user.

Card delegation increases cardholder liability.

Cardholder is liable for all activity on card.

- 2.5 Card Security:** The Marshall University/State of West Virginia Purchasing Card must be kept secure at all times. The individual cardholder is responsible for every charge that appears on his or her purchasing card.

Purchasing cards should only be used on secured internet sites. A secured site has a closed lock at the bottom of the screen.

Electronic log sheets must be password protected.

All cardholders must sign the back of their purchasing card upon receipt.