

**BOISE STATE UNIVERSITY
P-CARD APPROVER AGREEMENT**

Use this form to designate a Works P-Card Approver for department or business unit.

Department Or Business Unit Name:		Date:
Approver Name:	Email:	
Is this approver replacing an existing approver?	No	Yes:
Please list cardholders assigned to this approver below. You can indicate Works group name or include a list if necessary.		
<p>The p-card approver is responsible for reviewing and/or editing cardholder allocation entries in Bank of America's Works application by the university due date prepping transactions for upload to university financial reports. Other approver duties include:</p> <ul style="list-style-type: none"> • Assisting cardholders with reconciliation, new card requests, and account maintenance of existing accounts. • Reporting non-compliance issues discovered during the approval process to the cardholder and authorizer (manager). • Maintaining p-card documentation for a minimum of 5 years (including original receipts, statements, and required documentation) and serving as the point of contact for auditors requesting department p-card documentation. 		
<i>I understand my role as approver. I have or plan on attending an upcoming p-card workshop:</i>		
<i>Approver Signature:</i>		
<i>I have assigned the above staff member department p-card approver duties for my area. I understand that as p-card expense authorizer, I have a fiduciary responsibility to ensure expense is in compliance with university policy and serves a legitimate business purpose.</i>		
<i>Authorizer Signature:</i> _____		
Authorizer Name:	Title	

Forward completed form to Pcard@boisestate.edu

Original form is retained by Department

Completed by

Date:

Notes: