

**EPC and BluCard Holders Best Practices Agreement**

Name	UCB ID Number:
Email Address	
CLLAW Department	

**When reconciling an EPC or BluCard Transactions, cardholders must follow the below Best Practices set forth by the University Controller’s office:**

**Procurement Card Minimum Documentation Requirements**

Documentation for each Procurement Card transaction should exist in sufficient detail to demonstrate what was ordered, what it cost, the business purpose of the order, what was received, and that the purchase was requested or approved by an appropriate official.

**What was purchased and how much it cost:** Can be documented by invoice, receipt or other similar documents from the vendor, in paper or electronic form. It must include information on what was ordered, how many, at what price, and the total transaction amount paid.

**Business purpose:** A short description of the reason for ordering the item and how the item will be used to forward the mission of the Department and Berkeley Law.

**What was received:** Can be documented by a packing slip, an in-house receiving system, or an email or note from the receiver indicating what was received.

**Order approval:** A request or approval for a purchase from an individual responsible for the fiscal management of the chartstring used (such as a PI, their delegate, or a department manager). Authorized Signers in high-volume departments who want cardholders pre-approved to purchase certain goods within certain constraints as set by the department, without having to perform individual order approvals, should keep a document on file stating the applicable constraints in detail.

**Additional Documentation:** While the documents listed above are sufficient for the majority of transactions, some transactions may require additional documentation. A good rule of thumb is to include anything that would be necessary to fully describe the transaction to someone from outside your Department.

**EPC and BluCardholder Acknowledgement**

*In Berkeley's Card Program, audit responsibilities are shared by all Card Program participants. For the program to be successful, it is critical that Cardholders, departments and the Card Program work together to ensure that transactions are being performed according to both purchasing policy and Card Program procedures.*

To safeguard this card and card account number and ensure they are used only for the purposes delegated in this agreement. This includes not sharing the card or card number with others.

To purchase only those goods and services which are allowed by the Low Value Procurement Authorization (LVPA) and by the terms and conditions of the funding source. (Ref: BUS-43; Deans and Directors Memo dated 10/19/2016)

To always observe UC purchasing policy and procedure, as outlined in the Procurement Card Reference Guide posted on the card program website and elsewhere.

To act as a responsible University purchasing agent and to observe appropriate separation of purchasing and accounting duties within my department.

To provide accurate and complete documentation of my card purchases for department record-keeping purposes and provide an itemized invoice receipt, business purpose and how it supports Berkeley Law’s mission, and chartstring approval from the fund or department manager.

To reconcile Card transactions within 5 days of a purchase.

To use fair and ethical business practices when procuring goods and services for the University and not engage in situations that may be characterized a conflict of interest.

To seek the best value and support the University’s policy of ensuring equal opportunity for all small business, enterprises, including disadvantaged, women-owned and disabled veteran business enterprises.

I further understand and acknowledge that improper use of this card may result in forfeiture of the card, financial restitution to the University, and disciplinary action, up to and including termination and criminal prosecution.

I understand that the University will audit the use of this card and report any discrepancies.

I understand that the University may terminate my right to use this card at any time for any reason.

Upon termination of employment with the University, or if I should leave my current position, I agree to destroy the card and inform the authorized signer or card program services to close my account immediately and forward report of remaining charges to my reviewer/approver.

3-Strike Rule:

All required bluCard and/or EPC documents need to be submitted to Administrative Operations five calendar days after the transaction hits BFS. This will allow the Administrative Operations team to complete the "Approval" portion of the reconciliation process. Should the required documents not be received by the 5th calendar day this will count as a “strike”. After the 3<sup>rd</sup> “strike” your bluCard or EPC will be reduced to \$1/day for a 6-month period. After the 6 months your daily limit will be re-instated; however, should another “strike” occur the bluCard will be taken away indefinitely.

\_\_\_\_\_  
 Card Holder Signature date

\_\_\_\_\_  
 Department Director/COA Approver Name

\_\_\_\_\_  
 Signature & Date

Default Chartstring:

BU	Account	Fund	Dept.	Program	CF1	CF2
1						