

Temporary PCard Manager Assignment

In situations where the PCard Manager will be out of the office for an extended period of time, another qualified employee can be assigned to act as the PCard Manager. The assigned employee must complete and understand all of the listed trainings before signing this agreement.

In the event of fraudulent charge(s) or the card is lost/stolen the original PCard Manager must be able/willing to be contacted to coordinate with the bank. The temporary card manager will not be able to communicate with the bank regarding issues with the PCard.

The acting PCard Manager may log-out the card to other employees. The acting manager will not have access to the Amazon Business Account.

PCard Training Checklist:

- PCard 1 PCard Use – Buckeye Learn
- Financial Onboarding - Buckeye Learn
- eTravel - Travel Policy – Buckeye Learn
- Business Expenditures – Buckeye Learn
- Internal Controls – Buckeye Learn
- Understand & Prevent Fraud – Buckeye Learn
- Business Responsibilities – Buckeye Learn
- Protecting Institutional Data – Buckeye Learn
- <https://cfaesfinance.osu.edu/training/procurement/purchasing-card> – Review

PCard Information:

Name on Card: _____

PCard Manager: _____

Last 4 Digits: _____ Expiration Date: _____

Assigned Temporary PCard Manager: _____

Dates of Leave: _____ – _____

I authorize _____ to act on my behalf for the purpose of PCard Manager duties from _____ through _____. This person will be responsible for maintaining the PCard log, entering eRequests relating to PCard charges within 48 hours of each purchase and other assigned duties at the discretion of the PCard Manager.

PCard Manager Signature: _____ Date: _____

Assigned PCard Man. Signature: _____ Date: _____

Area Leader Signature: _____ Date: _____

Jesse Buxton Signature: _____ Date: _____



Lost, Stolen or Fraudulently Used Cards

Lost, stolen or fraudulently used cards must be reported immediately, as all charges made to your account before it is cancelled are the liability of the University.

Follow the steps referenced below:

1. Call the bank at (800) 685-4039 immediately. In order to expedite delivery of replacement card, caller must request a “rush” delivery.
2. The PCard Office (614) 292-9290.
3. Notify the Finance Service Center, Joe Tobias, 614-292-4186
4. Notify your [Reallocator](#).

If the card has been stolen, call the local or campus police.

A replacement card is generally mailed to the PCard Office within 5-7 business days (unless a “rush” delivery is requested). The PCard Office will notify the Cardholder or Card Manager and the Senior Fiscal Officer via e-mail when the card is available for pick up. Upon receipt of the “replacement” card, be sure to activate the new account.

Note: If spending trends vary from the normal pattern or fraudulent use by a supplier is detected or suspected by bank, the PCard account will be immediately blocked from further use. The bank will notify the PCard Office to verify the legitimacy of the transactions.