

Metropolitan State University of Denver
Accounting Services
Departmental Corporate Card Authorized Role Affirmation Form
(Please email all completed forms to corporatecard@msudenver.edu)

To be filled out by the Responsible Agent:

I, _____, will be an authorized card holder for
(Print Name and Title Here)

(Print Department Corporate Card Name Here)

I have taken the Corporate Card and Purchasing training and understand my role as a responsible agent. I further understand that all purchases must be reasonable, necessary and in the sole interest of Metropolitan State University of Denver. In the absence of strict adherence to University policies and fiscal rules the card will be revoked.

Signature

Date

To be filled out by the Reconciler (Reallocator):

I, _____, will be the authorized Reconciler
(Print Name and Title Here)

Reallocator) for the above cardholder. I have taken the Corporate Card training and understand my role as a Reconciler (Reallocator). I further understand that in the event I do not fulfill my responsibilities as a Reconciler (Reallocator), I will not be able to continue in this role.

Signature

Date

To be filled out by the Authorized Signer:

I, _____, will be the Authorized Signer
(Print Name and Title Here)

for the above departmental corporate cardholder. I have reviewed the Corporate Card Handbook and Purchasing Manual and understand my role as an Authorized Signer. I fully understand that it is my responsibility to immediately bring forward any possible impropriety or questionable behavior to the appropriate officials (Corporate Card Administrator or Internal Audit).

Signature

Date

(Please see reverse for more detailed information on each role)

Responsible Agents are responsible for:

- Completing the required *Corporate Card* training and Purchasing Training;
- Ensuring that the policies of the Corporate Card Program are followed, as well as University policies, University fiscal and Procurement rules, and the Corporate Code of Ethics;
- Obtaining complete merchant documentation for every transaction and providing the documentation to the Reconciler (Reallocator) **immediately following the purchase**;
- Signing and dating the Statement of Account for each cycle in which there are transactions and giving it to the Reconciler (Reallocator) after the cycle closes on the 20th of each month. **(STATEMENTS CANNOT BE PRINTED ANY SOONER THAN THE 21st.)** June Cycle: May 21st-June 30th. July Cycle: July 1st –July 20th.
- Protecting the card at all times to prevent unauthorized use. Responsible agents must keep a use log to track authorized users of the card;
- Immediately reporting a lost or stolen card to the bank and to Corporate Card Administration. The University is liable for all charges incurred on a lost or stolen card up to the time it is reported to the bank. However, fraudulent charges can and should be disputed. If the bank is able to recover fraudulent charges, monies will be credited to the cardholder's account;
- Taking the Corporate Card training every two years when the card is due for renewal.
- Notifying Corporate Card Administration immediately of Cardholder transfer from one department to another or termination.

Reconcilers (Reallocators) are responsible for:

- Completing the required *Corporate Card* training and Purchasing training;
- Attaching the documentation for each transaction, received from the Cardholder, to the monthly Statement of Account and giving those Statements to the Authorized Signer no later than the last business day of the month the close of a cycle;
- Reconciling/Reallocating each transaction from the default Banner FOAPAL Chart of Accounts by 11:00pm on the 25th of the month. The account must be added and the FOAPAL be verified at the Wells Fargo website (<https://www.wellsfargo.com/com/>).
- Notifying the Corporate Card Administrator immediately of Reconciler (Reallocator) transfer from one department to another or termination.

Authorized Signers are responsible for:

- Reviewing the Corporate Card Handbook & the Purchasing Manual;
- Monitoring the transactions for appropriateness;
- Ensuring adequate documentation for every transaction, including an explanation of the business purpose if a prudent person would not be able to reasonably identify it;
- Identifying possible violation(s);
- Taking appropriate action if violations are found (see "*Authorized Signer Specific Responsibilities & Required Actions*" in the *Corporate Card Handbook*);
- Ensuring that statements are signed and dated by the appropriate Cardholder(s) by no later than the last business day of the monthly cycle (i.e. March Cycle: February 21st-March 20th, Statement Due March 31st).
- Signing and dating monthly statements by no later than the last business day of the monthly cycle.
- Ensuring all backup documentation is included with the signed statements, including violation forms and missing documentation forms if necessary.
- Notifying Corporate Card Administration immediately of any changes in departmental program participants.
- Ensuring that the completed statement is scanned and emailed to corporatecard@msudenver.edu no later than the last business day of the monthly cycle.