

Drake University
Purchasing Card Approver's Agreement

1. I have read and will comply with the terms of this agreement; as well as, the University's Procurement Card Policy.
2. I will not approve a Cardholder statement if such Cardholder is my supervisor.
3. I will review/approve monthly the Purchasing Card statement(s) for which I am assigned. During the review/approval process I will review all transactions for;
 - a. proper FOAPAL coding
 - b. a description reflecting the business purpose
 - c. all purchases are within the policies of Drake University
 - d. all receipts and or documentation have been received and attached to the applicable transaction via the purchasing card website
 - e. appropriate submission of applicable information as outlined within the University's Policies and Procedures; including but not limited to, the Purchasing Card Policy
4. By indicating a transaction is approved, I am indicating that the Cardholder was authorized to make the purchases and the purchases were made in accordance with the University's Policies and Procedures; including but not limited to, the Purchasing Card Policy.
5. I will question and report purchases that do not appear to be in the best interest of the University.
6. I understand that not reporting misuse of the Purchasing Card is condoning fraud and subject to disciplinary action up to and including termination.

My signature below certifies that I have read and agree to the responsibilities described above.

Approver's Name (Print) _____

Email Address _____

Department Name: _____ Department Org # _____

Signature _____ Date: _____