

**UNIVERSITY OF KENTUCKY  
PROCUREMENT CARD APPLICATION SUPPLEMENTAL INFORMATION  
DECLINING BALANCE PROCUREMENT CARD**

**Purpose:** A Declining Balance Procurement Card may be an Effective Date Card or a Revolving Card and when suitable provides the cardholder an alternative to an Imprest Cash Account as a method of procuring goods and services for a defined event or project including international travel.

College/Division \_\_\_\_\_ Department \_\_\_\_\_  
Department # \_\_\_\_\_ Address \_\_\_\_\_  
Applicant Name \_\_\_\_\_ UK Person ID # \_\_\_\_\_

**Provide a detailed description of the reason a Declining Balance Procurement Card is needed:**

**List the specific types of purchases that will be made on the Declining Balance Procurement Card:**

**What are the beginning and ending dates of the event/project/trip?  
Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending \_\_\_\_/\_\_\_\_/\_\_\_\_**

**What is the total expense budget for the event/project/trip  
\$\_\_\_\_\_What is the monthly budget for expenses \$\_\_\_\_\_**

**Will this card need cash access? Yes \_\_\_\_ No \_\_\_\_**

**If yes, provide a detailYX explanation of the need for cash.  
Including specific types of purchases that will be made from  
the cash.**

**What is the monthly amount of cash needed (may not exceed 10%  
of the monthly budget for expenses) \$\_\_\_\_\_**

**Describe the controls in place to account for and safeguard the cash:**

**If gift cards will be purchased on the Declining Balance Procurement  
Card, describe the internal controls in place to safeguard the gift  
cards and the procedures for distribution and accountability for the  
gift cards:**

**Describe in detail how the Declining Balance Procurement Card will be stored/secured when not in use:**

**Will a Control Log be used to document the use of the Declining Balance Procurement Card? Yes\_\_\_\_ No\_\_\_\_ If no, describe in detail the controls that ensure the card is only accessible to authorized users:**

**Describe in detail how the Declining Balance Procurement Card will be edited to ensure:**

- a. Proper funding and compliance with University of Kentucky Business Procedure [E-7-16](#) and the [Cardholder Manual](#)

- b. Appropriate supporting documentation is acquired/collected and attached to the edited transaction

- c. Appropriate authorizing and approving signatures for each transaction are obtained

**Responsibilities**

- a. Cardholder:
  - 1) Total accountability for use of the Declining Balance Procurement Card.
  - 2) Compliance with the guidelines and restrictions of the Procurement Card Application, Cardholder User Agreement and the Cardholder Manual.
  - 3) Compliance with the University of Kentucky Business Procedures Manual
  - 4) Properly safeguard the card.
  - 5) Completing a report/reconciliation of the card use when due and submitting it to the Procurement Card Administrator.
  
- b. Editor:
  - 1) Review and edit all transactions. See [Cardholder Editing Manual](#) for proper editing instructions.
  - 2) Coordinate records retention and maintenance of documentation of all expenditures in accordance with the University Records Retention Policy.
  - 3) Have all transactions approved in accordance with the college/division transaction approval plan.
  
- c. Approver:
  - 1) Validate that all charges on the Procurement Card have been edited and charged to the appropriate account.
  - 2) Verify that documentation meets the required standards.
  - 3) Validate/approve all report/reconciliations

**Signatures:**

Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approving Official \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**UNIVERSITY OF KENTUCKY  
DECLINING BALANCE PROCUREMENT CARD  
Cardholder User Agreement  
Revolving Card and Effective Date Card**

**As a recipient of a University of Kentucky Declining Balance Procurement Card, I agree to the following terms and conditions:**

1. The card will only be used in strict accordance with University's policies, regulations, and procedures as well as the terms and conditions of the Declining Balance Card Application.
2. The card will be used exclusively for the purposes set forth in my Declining Balance Card Application.
3. The card will not to be used for personal charges under any circumstances.
4. As cardholder, I will submit to the Procurement Card Administrator a Declining Balance Card Report and Reconciliation as required. (- Quarterly for the Declining Balance Revolving Card. - No more than 30 business days from the end date for the Effective Date Declining Balance Card.)
5. To safeguard the card, the card number and to ensure that it is protected from theft or loss, I will immediately notify the Procurement Card Administrator of loss or improper use of the card.
6. To submit upon request all transaction invoices/receipts or other documentation for audit.
7. To surrender the procurement card upon my termination from the University, or upon request, to the Procurement Card Administrator.

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**I hereby certify that I have read, understand and shall adhere to the University of Kentucky's Procurement Card policies, regulations, and procedures set forth herein and I further understand that failure to comply with the policies, regulations, and guidelines may result in termination of my employment from the University of Kentucky.**

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_