

Delegation of Purchasing Authority

For the Sponsored Programs AMEX Purchasing Cardholder Memorandum of Understanding Agreement



This Memorandum of Understanding (MOU) is between the Office of Sponsored Programs (OSP) and the approved authorized requestor for the sponsored project listed below to make purchases on the OSP AMEX Purchasing Card in accordance with the Sponsored Programs Purchasing Cardholder Responsibilities and Restrictions contained herein.

OSP AMEX Purchasing Cardholder Responsibilities

Purchases

1. All purchases must be directly allocable and allowable to the OSP project; all purchase prices must also be reasonable. The OSP AMEX Purchasing Cardholder (cardholder) agrees not to purchase:
 - Any items where the allowability is questionable. These items will require pre-approval by your OSP sponsored program officer (SPO) and will also need to be supported with a letter of justification explaining how the item is used and how it is directly allocable to the research effort. This letter must be sent with the monthly OSP AMEX Purchasing Card statement and receipts to OSP Procurement. Any expenses that are determined to be unallowable by OSP will be transferred to your department.
 - Items contained in the university's F&A rate. Examples of items that may require pre-approval include, but are not limited to, office supplies, computer supplies, televisions, refrigerators, etc.
 - Items for personal use
 - Examples of restricted items are listed on page 2
2. All purchases made in Ohio are exempt from Ohio sales tax and for purchases in any other state where the university has filed a state-sales-tax exemption. The cardholder will need to provide the vendor with the tax exemption number, located on the decal on the card at time of purchase.
3. All purchases being shipped must NOT be directed to OSU Central Receiving.
4. All international purchases require prior approval from the OSP AMEX Purchasing Card Administrator.
5. A single transaction may not be "split" in order to avoid the card single transaction limit. Please contact the OSP AMEX Purchasing Card Administrator if it is necessary to raise the transaction limit.
6. Cardholder must maintain a log of all orders paid for with the OSP AMEX Purchasing Card.

Documentation and Reconciliation Requirements

7. Cardholder accepts the responsibility for verifying transactions against the OSP AMEX Purchasing Card monthly statement and resolving any discrepancies or fraudulent charges by contacting the vendor and/or American Express and then notifying the OSP AMEX Purchasing Card Administrator.
8. Cardholder agrees to keep and provide original receipts for all purchases. For items that have been shipped, cardholder agrees to keep the packing slip(s) on file with their purchasing log. Receipts should have unit and total pricing and a description of the item(s) purchased. Packing slips without unit and total prices do not serve as receipts. Once the statement is received, the cardholder must reconcile all original receipts and packing slips to the corresponding charges listed on the OSP AMEX Purchasing Card monthly statement and submit the statement, receipts and any SPO approvals to: OSP AMEX Purchasing Card Administrator, 1960 Kenny Road, Columbus, Ohio 43210.
9. Lost Receipts: If a receipt is lost, please fill out the Missing Receipt Affidavit (MRA) and send it with your monthly statement to OSP Purchasing. Please contact your OSP AMEX Purchasing Card Administrator to obtain the MRA.
10. Failure to submit monthly credit card statements and receipts regularly or improper use of the OSP AMEX Purchasing Card may result in account cancellation.

Cardholder Responsibilities

11. The cardholder agrees to contact American Express immediately and then the OSP Purchasing Card Administrator to report any fraudulent charges on your statement or if the card is lost/stolen.
12. If the cardholder is planning on leaving the university or if the cardholder no longer needs the card, the cardholder agrees to contact the OSP AMEX Purchasing Card Administrator to close the AMEX account.

Restricted Items (include but are not limited to the examples listed below)

- Advertising
- Alcoholic beverages
- Animals
- Gas cylinders
- Gift cards
- Guns and ammunition
- Items from eBay or payments made through PayPal or similar type of account
- Items where a university animal or human subject protocol is in place
- Meals
- Radioactive materials
- Travel expenses (e.g., airline tickets, hotels, car rentals, meals, fuel, cab fare)
- Ohio Board of Regents funded purchases on action/investment funds
- Renovation and construction
- Computers (desktops, laptops, tablets, smart phones/any mobile device)
- Purchase of any service(s) that require ancillary agreement(s). This includes but is not limited to:
 - Rental agreements
 - Repair/maintenance agreements
 - Software license agreements
 - Consultant agreements
 - Memberships
 - Subscriptions in an individual's name
 - Monthly usage (internet charges, cellular plan/data or utility bills)
 - Items requiring an MTA, license or certification

Acceptance of Responsibility

I have read and understand all Cardholder Responsibilities and Restrictions listed above and will comply with the requirements stated in this MOU. Additionally by signing below, cardholder agrees to accept responsibility for the protection and proper use of the OSP AMEX Purchasing Card and all accompanying aspects as stated above.

Project Number

ORG Number

Cardholder (please print)

Cardholder Signature

Date

Principal Investigator (please print)

Principal Investigator Signature

Date

Required only if cardholder is NOT project PI

INTERNAL USE ONLY - Office of Sponsored Programs Approval:

OSP AMEX Purchasing Card Administrator approval

Date