

**UNIVERSITY OF MAINE AT FORT KENT
PURCHASING CARD
DEPARTMENT ENTRY FORM**

Department Name: _____

Second Line Embossing: UMFK- _____
(will appear under Cardholder's name ~ limit 22 characters)

Department Head

Name: _____

Signature: _____

Below are three options for managing your department's purchasing card. Please choose one of the options or provide an alternative. Supervisors **MUST** do approvals, either on-line or on paper. The record keeper may be the cardholder, the supervisor or another person.

	Scenario 1	Scenario 2	Scenario 3	Alternative
Transaction	Cardholder	Cardholder	Cardholder	Cardholder
Maintain Documentation	Cardholder	Record keeper	Supervisor	
On-Line Approver	Cardholder	Record keeper	Supervisor	
Statement reconciler	Cardholder	Record keeper	Record keeper	
Statement signed	Supervisor	Supervisor	Supervisor	
Documentation filed	Business Office	Business Office	Business Office	

Scenario Chosen: _____

Documentation must be promptly filed in the business office.

Record keeper: _____

Please list below any other users you want to have access to PaymentNet

Approved: _____

(Purchasing Department)