

**UW Madison Purchasing Card Program
Site Manager Agreement**

SITE MANAGER INFORMATION:	
Name:	Employee ID:
Division:	
Department:	
E-Mail:	
AGREEMENT FOR SITE MANAGER:	
<p><i>As a Site Manager, I agree to assume the following responsibilities:</i></p> <ul style="list-style-type: none"> • <i>Understand and comply with all UW-Madison Accounting and Purchasing policies and procedures</i> • <i>Review transactions for appropriateness in accordance with Accounting and Purchasing policies and procedures, referring to the Purchasing Card Non-Compliance Policy and Procedure when necessary</i> • <i>Ensure proper documentation and a detailed business purpose is provided for each transaction posted to the cardholder's account</i> • <i>Ensure required purchasing card transaction reconciliations are completed within 30 days as required by policy</i> • <i>Elevate non-compliance issues to the appropriate parties (e.g., Divisional Business Office, Purchasing Card Program Manager) if not successfully resolved</i> • <i>Comply with follow-up requests/inquiries from post-payment auditors</i> • <i>Communicate pertinent program information and updates to cardholders and other internal stakeholders</i> • <i>Initiate purchasing card account maintenance and closures as appropriate</i> 	
APPROVALS:	
New Site Manager	
Signature:	Date:
Department Chair	
Print:	Date:
Signature:	
Divisional Business Office Representative	
Print:	Date:
Signature:	

Please send completed/approved form to:

Meghann.grove@wisc.edu or Meghann Grove, 21 North Park Street, Suite 5301, Madison, WI 53715