



## LAFAYETTE COLLEGE

### PURCHASING CARD (P-Card) Cardholders Responsibility Statement

Your participation as a Cardholder in the College's P-Card program is a privilege that provides convenience to make business –related purchases, but having a card comes with responsibilities. Although the card is issued in your name, it is Lafayette College property, to be used for Lafayette College business-related purchases only, and needs to be used with good judgment and consistent with the policies, procedures, and guidelines promulgated by the College. It is the Cardholder's responsibility to perform the administrative tasks that are required by the program. **Your signature below verifies that you have read and understand the P-Card Program policy & procedures, including those highlighted on the Responsibilities Statement, and you agree to comply with them.**

1. **The P-Card is provided to FULL TIME employees only**, based on their need to purchase business related products & services. A card may be revoked or the purchasing authority modified by the College at any time and for any reason. The card is not an entitlement nor reflective of title or position.
2. The P-Card is to be used for approved Lafayette Business Use ONLY. **Personal charges or other unapproved charges are not to be made on the card and can be reason to revoke the card or for additional disciplinary action.** If there are charges made using the card that are not approved by the College, Cardholder below hereby gives Lafayette College permission to withhold those amounts from Cardholder's pay so that the College is appropriately reimbursed.
3. You the Cardholder are the **only person entitled to use your card** and you are responsible for ALL charges made against your card. **You are responsible for complying with all required policies and procedures and providing all of the required documentation for your account in the time periods specified. Do not let others know your card number, give others your account password, or let others use your card.** Not following these procedures may be cause to revoke your card temporarily or permanently.
4. **Cardholders are to have a supervisor responsible for the FOAPAL being charged approve charges. CARDHOLDERS MAY NOT SIGN THEIR OWN MONTHLY RECONCILIATION REPORT, AND MAY NOT APPROVE THEIR OWN PURCHASES**
5. Cardholders are to log into their account on Smart Data every month, even if they have not made any purchases. This is so you can be sure no fraudulent charges have been made against the account, and that the account remains active. Failure to log in regularly causes accounts to automatically be inactivated by the bank.
6. Improper use of the card can be considered misappropriation of College funds, which may result in revocation of the card or further restrictions on its use and may result in disciplinary action, up to and including termination of employment. You are responsible to allocate charges only to those budgets that you are authorized to charge against. Allowing someone else to use your card, or not having the required receipts or approval for the charges is considered not complying with policy.
7. You agree to be aware of and comply with all P-Card policies and procedures at all times, including any changes to policy or procedures made in the future. **Cardholder must attend a training session prior to being given the card-a designate may not be sent to "pick up" the**

**card.** Any questions may be discussed in the training session. The College will make the policies, procedures and other materials available to you. You are also expected to follow other related College applicable policies, such as the expense reimbursement policy, travel and food policy, alcohol service policy, using approved vendors, and/or acquiring competitive solicitations where appropriate.

8. You are responsible to have all purchases approved prior to ordering, and to maintain and provide all supporting documentation concerning your use of the card, including all required receipts. **You are required to reconcile your monthly statement in a timely fashion** (On-line account information by the 3<sup>rd</sup> of the following month and the printed report signed /approved with receipts, received in the Accounts Payable Office by the 10<sup>th</sup> of following month). *Receipts should be scanned and uploaded into issuing bank's website*, (preferred to attaching original receipts to expense report).
9. **You the Cardholder must report a lost or stolen card immediately to the number provided by the bank issuing the card**, and then to the administrator of the P-Card program in the Procurement office. Cardholder must personally provide all information to the bank regarding all fraudulent charges, and continue to work with the bank until reaching a satisfactory resolution of the fraudulent charges. The bank will explain their requirements and guide cardholder through the process.
10. Card may be revoked if you are assigned to a different department, or at any time and for any reason at the College administration's sole discretion.
11. **At Termination of Employment:** You the Cardholder must surrender the card to a supervisor or Procurement Dept. PRIOR to termination of employment. Contact the Procurement Dept. at the time you submit your resignation of employment. The current period's p-card reconciliation report must be completed and signed by your supervisor PRIOR to your leaving College employment.
12. **At Transfer to another College department:** Contact the Procurement Dept. at the time you are approved to transfer. Usually, the Cardholder must surrender the card prior to transfer and apply for a new card. The current period's p-card reconciliation report must be completed and signed by your current supervisor PRIOR to your transfer.
13. Failure to follow any of the above, or p-card policy and/or procedures is cause for revoking temporarily or permanently the privilege of having a p-card. The College can require you to return the card at any time and for any reason, and terminate a card for any reason.

#### **Cardholder Statement**

**I have received my P-card, and attended training. I have read and understand the current P-card policy, procedures, training materials and the Cardholder's Responsibility Statement, and understand that I must comply and adhere to the principles of the program. I also understand that improper use of the card can be considered misappropriation of College funds, which may result in revocation of the card or further restrictions on its use, and may result in disciplinary action, up to and including termination of employment.**

#### **Cardholder Sign below**

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Cardholder - Print Name and Signature and last 4 numbers of card

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Department Name

Date

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**After Card Received**

**[Procurement]** Date of training and card received by cardholder \_\_\_\_\_

*Definitions:*

*Cardholder- The Cardholder is the person making the purchases, and should be the person to review transactions charged to the card and supply required documentation. The reviewer is responsible to ensure the appropriate budget is charged, and transactions are appropriate and comply with policies and procedures.*

*Approver – The approver is a designated person who has the responsibility to ensure charges are made in accordance with the institution’s policies. The approver is responsible to review receipts and ensure transactions are properly documented. Any questions or possible non-compliances should be promptly resolved with Cardholder.*