

ACKNOWLEDGMENT AND AGREEMENT OF RESPONSIBILITY

To: Procurement Card Program, Procurement Services Department, Building #75

I hereby acknowledge the delegation of authority to make low-value purchases up to my approved limits per transaction (or department's approved level) without the approval of the Procurement Services. I also acknowledge that I am responsible for the security of the card, and for the appropriate use of this card for department purchases. Furthermore, I have attended the training and read and understand the Procurement Card Policy Manual. I understand and agree to the following:

I, the Cardholder, agree to provide the necessary documentations (i.e. receipts/invoices) to the Approving Official for reconciliation from the Account Activity Report for each billing cycle in a timely manner, in order for the Approving Official to forward appropriate documents back to me or submit to pcard@cpp.edu no later than the 10th of each month, which will ensure payment without penalty or interest charges. I will make provisions if I am to be absent during this period.

I understand and acknowledge the following:

1. All State purchasing guidelines still apply and orders shall not be split to circumvent purchasing procedures.
2. I will abide by all requirements as specified in the Procurement Card Policy Manual.
3. I will be sure that the vendor is supplied with proper shipping/mailing information including cardholder's name, department, and that the words "Visa Order" appear on the package to ensure proper delivery on campus.
4. I am responsible for the original receipts/invoices that will be used in the P-Card Monthly Reconciliation. The receipts/invoices will be attached in the order they appear on the Account Activity Report. To avoid not having a receipt or an appropriate substitution, I will make sure the vendor can provide an adequate receipt prior to placing orders.
5. I am responsible for filing any dispute forms so that the monthly bill can be adjusted accordingly.

Conflict of Interest:

1. Cardholders must strictly avoid the unlawful utilization of non-public information for personal gain and must be conscious of constraints on decision-making involving personal financial interests.
2. Please abstain from leveraging any non-public information acquired through your position for personal benefit. This encompasses any confidential data that could confer an unjust advantage in financial dealings or transactions.
3. Exercise prudence when making decisions that could impact your personal financial interests or those of close associates. Uphold transparency and integrity in all decision-making endeavors to uphold the trust and integrity of our procurement practices.

I understand that any unauthorized use or misuse of the card may result in card suspension. Unauthorized use is allowing someone else to use my card. Misuse is the use of the card for any personal benefit or inappropriate purchases. The P-Card is not to be used any employee travel, (i.e. airfare, conference fees, hotel reservations, hotel, rental cars, meals and entertainment) even on state business. See Prohibited Items in Handbook.

I will ensure that the Approving Official signs and forwards the reconciliation documents to me or to pcard@cpp.edu no later than the 10th of the following month. I understand that the third late submission will result in suspension of my card.

I understand that this card is valid only while I am employed in this department and that if I transfer to another department, or at the time of termination from the University, I must relinquish this card to the Program Administrator.

Printed Name: _____

Signature: _____

Email address: _____

Department: _____

Phone Ext: _____

Date: _____