



CISCO COLLEGE

Cisco College Purchasing Cardholder (P-Card) Agreement

Participation in the CC P-Card Program is a convenience that carries cardholder responsibilities. Although the card is issued in my name, it is considered College property and should strictly be used for College business. As a recipient of a P-Card, I agree to comply with the following terms and conditions regarding the use of the card.

1. I understand that I am being entrusted with a valuable tool, a P-Card, and will be making financial commitments on behalf of Cisco College. I will strive to obtain the best value for the College.
2. I understand that the College is liable to Citibank for all charges made on the card.
3. I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand Administrative Services will audit the use of this card and report and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the P-Card. Failure to do so may result in either revocation of my Cardholder privileges or other disciplinary actions, up to and including termination of employment.
5. I am aware that I am to stay within my department's appropriate budgetary limits when using the P-Card and that purchases made are charged to my department at the end of the month. If the charges exceed my departmental budget in any month, I understand that my Card privileges may be suspended.
6. I have read the Citibank State Purchasing Card Program Policies and Procedures Manual and understand the requirements for the P-Card usage.
7. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that may cause me to change my position; I agree to surrender my P-Card if requested by my new supervisor.
8. I am responsible for ensuring that the P-Card and its number are protected from theft or loss. I will immediately notify Citibank at 1-800-248-4553 option 1, and the Purchasing Card Administrator of any loss or improper use of my card or card number. Any failure to report the loss or theft of the P-Card within twenty-four (24-) hour's notice may result in my liability for any unauthorized charges.
9. I AGREE TO PROVIDE MY EXPENSE REPORT INCLUDING ITEMIZED RECEIPTS OR INVOICES FOR ALL TRANSACTIONS. FAILURE TO PROVIDE ALL DOCUMENTS TO THE ACCOUNTS PAYABLE OFFICE BY THE 17TH (SEVENTEENTH) OF EACH MONTH IN A TIMELY MANNER WILL RESULT IN SUSPENSION OR CANCELLATION OF CARD PRIVILEDGES.

CARDHOLDER SIGNATURE

CARDHOLDER PRINTED NAME

DEPARTMENT OR DIVISION CHAIR

By signing, I agree to review all documentation for this cardholder and I am responsible for reporting all time sensitive material.