

**California State University Channel Islands  
Procurement Card (P-Card) Program Agreement**

Name of Cardholder \_\_\_\_\_

Department \_\_\_\_\_ Phone Extension No. \_\_\_\_\_

The Cardholder agrees to accept the responsibility for use of the P-Card for authorized purchases for official University business only. The Cardholder has received training for the P-Card and is responsible for ensuring the purchases made via the P-Card are in accordance with the P-Card Handbook.

Specifically, the Cardholder is responsible for security of the card, appropriate use of the card, timely and accurate on-line approval and reconciliation of transactions, ensuring original receipts are obtained for all transactions, making advance preparation for monthly statements when planning to be out of the office, immediate reporting of fraud, lost or stolen card to US Bank, and follow up an resolution of all disputed charges.

The Cardholder must complete the monthly on-line approval and reconciliation of transactions for each billing cycle within three working days of notice by Budget, Financial Analysis & Support Services of the close of the billing cycle. The Cardholder must also forward to their Approving Official a printed statement and attach original, itemized receipts/invoices, and backup documentation within that three day period. The Approver will have five working days to approve the transactions and forward the signed report to Budget and Support. This is a mandatory requirement.

Should the Cardholder want to terminate the P-Card or if the Cardholder transfers to another University department, the Cardholder must obtain all receipts for transactions for the current billing cycle (if any), provide these receipts to the Authorizer and return the P-Card, in person, to the P-Card System Administrator. Should the Cardholder terminate employment from the University, the Cardholder must obtain all receipts for transactions in the current billing cycle (if any), provide these receipts to their Authorizer, and return the P-Card to their department as part of the separation/clearance process, as outlined by Human Resources, prior to separation from the University.

The Cardholder understands this program is a privilege and failure to follow the procedures contained in the P-Card manual can result in audit findings, which can result in a temporary revocation of use and even revocation of this privilege.

The Cardholder must not allow any other individual, including co-workers, to use the P-Card or sign P-Card drafts under any circumstances. The Cardholder can instruct co-workers to sign packing slips if a co-worker will be picking up items the Cardholder has already ordered.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
P-Card System Administrator

\_\_\_\_\_  
Date