



**PURCHASING CREDIT CARD (P-Card)**  
**Cardholders Responsibility Statement**

Your participation as a Cardholder in the 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. Your signature below verifies that you understand the P-Card Program policy & procedures including those outlined below, and you agree to comply with them.

1. The P-Card is provided to employees 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, I hereby give Lafayette College permission to withhold those amounts from my pay so that the College is appropriately reimbursed.
3. You as 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 the required documentation for your account in the time periods specified. Do not let others know your number or use your card, or the card may be revoked.
4. 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 and not having the required receipts or approval for the charges is considered not complying with policy.
5. You agree to be aware of and comply with all P-Card policies and procedures at all times, including changes. You 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, using approved vendors, and/or acquiring competitive solicitations where appropriate.
6. 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 with receipts, approved, 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).

7. 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.
8. 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.
9. You the Cardholder must surrender card upon termination of employment. The College can also require you to return the card at any time and for any reason.

**Cardholder Sign below at Application**

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Cardholder - Print Name and Signature

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Department Name

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Date

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**After Card Received**

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

**Cardholder**

**I have received my P-card, and attended training. I have read and understand the P-card policy, procedures, training materials and the Cardholder's Responsibility Statement, and understand that I must comply and adhere to 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.**

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Cardholder - Print Name

Signature

Date

**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.