

P-CARD USER AGREEMENT

This form has been completed online by the cardholder. Cardholder signature is required below upon receipt of p-card.

The p-card is provided to you based on your need to purchase materials for the State of Idaho. It is not an entitlement nor reflective of title or position.

1. I understand I'm responsible for managing my p-card in accordance with university policy. I have reviewed P-Card references on the university Purchasing Card site: <http://vpfa.boisestate.edu/pcard/>.
2. I have attended or will register for an upcoming P-Cardholder Workshop session.
Register online: <http://hrs.boisestate.edu/workshops/fiscal-procedures-and-management/>.
3. Please review and check each box below as your acknowledgement that you understand your responsibility as a cardholder. P-Card references are available on the university Purchasing Card site: <http://vpfa.boisestate.edu/pcard/>
 - a) I've reviewed the University P-Cardholder Guide. I've reviewed the list of [Authorized and Unauthorized P-Card Purchases](#).
 - b) I will check the list of state contract vendors before shopping off contract with online or local vendors.
 - c) I will request sales tax exemption at point of sale, obtain an original detailed receipt for each purchase, and provide a business purpose understandable to others.
 - d) I will submit all required documentation in a timely and organized manner to my department approver (or assigned reconciler), and attempt to resolve any discrepancies by either contacting the supplier or Bank of America in a timely manner.
4. I understand that the p-card issued in my name is to be used only by me. I am responsible for the security of the card and will not loan the card or account number to others.
5. I will not use my p-card to make personal purchases, partial or in full, for myself or for others. Using the p-card for personal expense could be considered misappropriation of state funds and could result in corrective action, up to and including termination of employment.
6. I understand my p-card has both a single transaction limit and a monthly limit. I will not attempt to bypass limits by splitting charges on my p-card or with another employee.
7. P-Card transactions are audited to ensure compliance with University policy and procedure. Non-compliance with policy may result in deductions from employee paychecks for unauthorized, illegal, or undocumented purchases; suspension or revocation of card; and personnel action as specified per Fiscal Misconduct Policy 6000 as appropriate based on the violation. Fiscal Misconduct Policy is available online @ <http://policy.boisestate.edu/finance/policy-title-fiscal-misconduct/>

Your signature below indicates that you have read and will comply with the terms of this agreement and you have received your new or renewal purchasing card.

Cardholder Name _____ Card Account Number: _____
Please Print Legibly last 4 Digits only

Cardholder Signature _____ Date _____

Please return completed form to p-cardforms@boisestate.edu