

CARDHOLDER AGREEMENT AND USER'S GUIDE

PURCHASING CARD PROGRAM

Wittenberg University

Use of the Wittenberg University Purchasing Card is intended for small-dollar, best judgment purchases. By participating in this program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the University's Purchasing Card Program. These responsibilities include but are not limited to the following:

- 1). Wittenberg University's Purchasing Card may only be used for Wittenberg business and must be used in accordance with the parameters and procedures outlined below. Use of the Wittenberg University Purchasing Card must also comply with Wittenberg University Purchasing Policy and Procedures as well as University and departmental funding and operating restrictions.
- 2). Wittenberg's Purchasing Card will be issued in the name of the employee. By accepting the Card, the employee assumes responsibility for the Card and will be responsible for all charges made with the Card. The Card is not transferable.
- 3). Wittenberg University's Purchasing Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or Account Number to have been compromised, the Cardholder agrees to immediately notify Cardmember Services (1-800-533-6596, 24 hours/day, 7 days/week) and Wittenberg University's Purchasing Card Program coordinator (#7004.) You may be asked to provide your 4-digit identifier number.
- 4). All charges on the Wittenberg Purchasing Card will be billed to and paid directly by Wittenberg University. On at least a monthly basis, the Cardholder will receive a statement listing all activity during the reporting period. Each of the monthly transactions will be charged either to the cardholder's default general ledger account number noted below, the assigned general ledger number in accordance with corresponding merchant type, or the account number designated by the cardholder via the ProCard webpage. Cardholder is also responsible for assuring budget availability prior to enacting any transaction and must maintain all documentation for all transactions (receipts, packing slips, etc.). The Cardholder will be responsible for the verification and reconciliation of all Account activity. Cardholder is responsible for timely review GL number revisions to the ProCard webpage.
- 5). Cardholder's Account may be subject to periodic internal control reviews and audits designed to protect the interests of Wittenberg University. By accepting the Card, the Cardholder agrees to comply with these reviews and audits. It is the responsibility of the cardholder to obtain and retain receipts for all transactions charged on the purchasing card. During internal audits, the cardholder will be asked to produce all receipts associated with the corresponding monthly statement for which the audit is being conducted. The Cardholder may also be asked to produce the Card to validate its existence and may be asked to verify appropriateness of specific transactions itemized on receipts.
- 6). The Cardholder understands he/she is authorized to conduct transactions only within the designated dollar limits (splitting orders is expressly forbidden) and only with merchant types appropriate to the university authorized business of the department or program and within requirements and guidelines established by Wittenberg University. In addition, cardholder must continue to give priority to preferred merchants/suppliers and to price agreements negotiated by the Wittenberg University Purchasing Department.

Items **not** to be purchased include:

Alcoholic beverages	Ammunition/weapons	Capital equipment	Cash advances
Controlled substances	Insurance	Legal Services	Non-business purchases
Postage	Tax-reportable services	Temporary Help	Office furniture
Gasoline	Computer hardware	Office equipment	Printing

(except to re-fuel rental cars)

- 7). Parameters and procedures related to Wittenberg University's Purchasing Card Program may be updated or changed at any time. Wittenberg University will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.

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8). The Cardholder agrees to surrender and cease use of his/her Card upon termination of employment whether for retirement, voluntary separation, resignation, or dismissal. In addition, the Cardholder must surrender and cease use of the Card in the event of transfer or relocation. The Cardholder may also be asked to surrender the Card at any time deemed necessary by Wittenberg University .

9). Misuse or fraudulent use of the Card will result in disciplinary actions, including financial reimbursement to the University, and may be grounds for dismissal.

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document. I certify that as a participating Cardholder of Wittenberg University's Purchasing Card Program, I understand and assume the responsibilities listed above. I further understand that non-adherence to any of the above procedures may result in revocation of individual cardholder privileges.

Employee Signature

Title

Name (print as you wish it to appear on your card)

Date

GL No, (usual budget account number to charge your purchases)

Travel General Expenses
 Primary use -circle one

Supervisor or Department Head Signature

Title

Name (Print)

Date

I hereby acknowledge receipt of a Wittenberg University purchasing card	
Transaction limits _____ /expense	_____ /hotel, airline, car rental _____ /month
Signature _____	Date _____
Sign your card immediately upon receipt.	

Cc: Cardholder
Human Resources -personnel file
Purchasing Card Program Administrator