



Purchasing Card Cardholder Agreement

CARDHOLDER RESPONSIBILITIES

The Cardholder must only use the Purchasing Card for legitimate business purposes. The Purchasing Card may not be used for entertainment, cash, and other categories as included in the Blocked Vendor list included in these policies and procedures. Misuse of the card will subject Cardholder to disciplinary action in accordance with Winthrop University Policies and Procedures relating to disciplinary action and termination for cause. The Cardholder must:

- **Card may not be used to pay for hotels or meals related to employee travel, including holding a reservation. Cardholder must initial here: _____**
- **Card may not be used to purchase computers, including laptops tablets, & printers .Cardholder must initial here: _____**
- **Card may not be used to initiate cell phone plans, changes, or upgrades without authorization from the University's cell phone liaison.**
- **Card may not be used to purchase gift cards, stored value cards, calling cards, pre-paid cards, or similar products. Cardholder must initial here _____**
- Ensure the Purchasing Card is used only for legitimate business purposes.
- Maintain the Purchasing Card in a secure location at all times.
- Not allow other individuals to use the Purchasing Card.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed transaction limits established on card.
Cardholder must initial here: _____.
- **Obtain all sales slips, register receipts, and/or Purchasing Card slips and provide same to Departmental Liaison (on a timely basis) for reconciliation, approval and allocation of transactions. ***
 - * **failure to provide receipts for 3 or more transactions in one fiscal year will result in suspension of card.**
- Provide appropriate justification for all charges.
- Notify Departmental Liaison if the default budget number should be changed on an individual transaction.
- Attempt to resolve disputes or billing errors directly with the vendor and notify Bank of America if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent Cardholder Memo Statement.
- Not accept cash in lieu of a credit to the Purchasing Card account
- Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- Immediately notify Departmental Liaison and/or University Purchasing Card Coordinator of a lost or stolen Purchasing Card at the first opportunity during business hours.
- Return the Purchasing Card to Departmental Liaison upon terminating employment with the University or transferring Departments within the University.
- Verify charges on monthly VISA statement, sign, and provide same to liaison. **Cardholder's statement and supporting documentation must be reviewed and signed by cardholder's immediate supervisor.**
- Cardholder understands and agrees that the maximum limit is considered a small purchase, and the use of this card must not exceed the maximum limit by splitting the purchase or purchasing additional amounts later to complete the need. Needs that exceed the maximum limit must be entered on a purchase requisition.
Cardholder must initial here _____.
- A copy of the cardholder's approved travel authorization must be included with any travel related receipts and kept with the monthly VISA statement and reconciliation records