



P-Card Usage Agreement

Participation in the P-Card Purchasing Program is a convenience that carries several responsibilities. Although the card is issued in the employee’s name, it should be considered College property and should be used with good judgment. The signature below verifies that the employee has reviewed the P-Card Manual and agrees to the following:

1. The P-Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time. The card is not an entitlement nor reflective of title or position.
2. Personal charges are not to be made with the card. Improper use of the card can be considered misappropriation of College funds which may result in disciplinary action, up to and including termination. If a transaction is deemed to be a personal purchase, the employee agrees to repay the College immediately.
3. The employee named on the card is the only person entitled to use the card and is responsible for all charges made with the card. An employee should never give their card to anyone to use on their behalf.
4. Cardholders are expected to comply with internal control procedures in order to protect College assets. This includes properly allocating transactions, keeping receipts and attaching them to the transaction in the online P-Card system, and following proper card security measures.
5. Cardholders are responsible for resolving discrepancies by contacting the supplier. If the cardholder is unable to resolve the discrepancy, they should contact the P-Card Administrator to file a dispute claim with the P-Card provider.
6. The cardholder must allocate transactions to the correct org and account numbers by the established deadline. The IRS requires that all expenditures be documented with an itemized receipt and a description of the 5 W’s: Who, What, Where, When, Why.
7. A lost or stolen card should be reported immediately by telephone to the P-Card Provider, and the P-Card Administrator at extension 2211 or pcard@messiah.edu.
8. A cardholder must surrender their card upon termination of employment to the Business Office. In cases of involuntary termination the card must be surrendered to Human Resources, at which time, no further use of the account is authorized.
9. The Program Administrator reserves the right to revoke a cardholder’s privileges based on improper usage.

Cardholder Signature

Printed Name

Date

Budget Manager/Approver Signature

Printed Name

Date

Please forward a scanned copy of this form to pcard@messiah.edu , or campus mail to the Business Office – P-Card Administration, Suite 3010.