

## P-Cardholder User Agreement



By this agreement Lewis-Clark State College (LC) is pleased to entrust with you a State of Idaho Purchasing Credit Card (P-Card), issued by Bank of America. The P-Card is provided to you based on your need to purchase materials for LC. It is not an entitlement nor reflective of title or position.

1. I understand that I will be making financial commitments on behalf of LC and will strive to obtain the best value.
2. I have read and will follow the *LC Procurement Card Program Policies and Procedures*. Failure to comply with this agreement may result in either revocation of my use privileges or disciplinary action, up to and including termination.
3. I agree to use this P-Card for LC approved purchases only and agree not to use the P-Card for personal use or gain for myself or for others. Using the P-Card for personal charges or cash could be considered misappropriation of State of Idaho funds and could result in corrective action, up to and including termination of employment.
4. I will not request or receive cash from suppliers as a result of exchanges or returns.
5. The P-Card is the property of LC even though the P-Card is issued in my name. As such, I understand that I will be required to comply with internal control procedures designed to protect the assets of LC. This may include, but is not limited to, being asked to produce the P-Card to validate its existence and to assist with internal & external audit requirements.
6. I understand that my P-Card has an assigned monthly limit and a single transaction limit of \$2,000. I will not attempt to bypass limits by splitting transactions.
7. I will print and review a monthly on-line statement from Bank of America, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the P-Card, I will submit all required documentation in a timely manner and work with the Department P-Card Manager to reconcile the statement and resolve any discrepancies by either contacting the supplier or the LC Purchasing Director.
8. If the card is lost or stolen, I will immediately notify the Program Administrator in the Controller's Office and contact Bank of America.
9. P-Card transactions are audited to ensure compliance with state and institutional policies. I understand that in the event of willful or negligent default of the P-Cardholder's obligations, LC shall take any recovery action deemed appropriate as permitted by law.
10. I agree to surrender the LC P-Card immediately for any of the following: upon request from the LC Administration, my transfer to another department, or termination of employment, whether for retirement, voluntary, or involuntary reasons.

**Your signature below indicates that you have read and will comply with the terms of this agreement and certifies that you have taken the online P-Card tutorial.**

\_\_\_\_\_  
P-Cardholder Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
P-Cardholder Signature

\_\_\_\_\_  
Date

**Renewals only:**

\_\_\_\_\_  
last 4 digits only