

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