



# Purchase Card Procedures

July 1, 2024

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## I. INTRODUCTION

Welcome to the Idaho State University Bank of America VISA Purchasing PCard Program. The purpose of the PCard is to streamline and simplify the requisition, purchase, and payment process for small-dollar transactions. The PCard is designed to facilitate the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests, and expense reimbursements. The goal of the PCard program is to:

- Reduce the cost of processing small-dollar purchases.
- Receive faster delivery of required merchandise.
- Simplify buying and payment processes.

These procedures will provide the particulars of the PCard Program, including general procedures, reconciliation, record keeping procedures, and customer service information. It is important to read the following information carefully, as the cardholder/card manager will be responsible for complying with the established policy and procedures. The following links to the PCard Policy (ISUPP 2570) and the Purchasing Policy (ISUPP 2560) are located at <https://www.isu.edu/purchasing/pcard/>  
The link to the Purchasing Procedures is located at <https://www.isu.edu/media/libraries/purchasing/pcard/PCard-Procedures.pdf>

The content of the PCard Card Procedures is updated often. Please visit the website above for the most current version.

For any questions, please contact:

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Senior Buyer  
PCard Administrator  
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(208) 282-2955  
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PCard Support  
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229 921 S. 8<sup>th</sup> Ave., Stop 8110  
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[stilljenn@isu.edu](mailto:stilljenn@isu.edu)

## 2. GENERAL PROCEDURES

### A. Request A PCard

ISU faculty and staff are eligible to apply for a PCard, with department/unit approval. To apply for an ISU PCard, complete a *Cardholder Application (Attachment 1)*, or a *Department PCard Application (Attachment 7)*, located at <https://www.isu.edu/media/libraries/purchasing/pcard/PCard-Procedures.pdf>  
Complete and sign with the appropriate signatures and send form to [stilljenn@isu.edu](mailto:stilljenn@isu.edu)

This application will set up a PCard account and will establish purchasing limits. An invitation will then be sent from the PCard Administrator with instructions on how to take the mandatory PCard Training and exam. After training has been completed, and the exam passed, call 282-3112 to set up a time to pick up your card from the Purchasing Department. PCards are mailed to the Purchasing Department by the Bank of America.

### B. Assignment of PCard

#### 1. Individual Card Holder

An ISU PCard is issued in a cardholders' name for the cardholder only to use. This is not a department card and is not to be shared. Cardholders may purchase items for others in their department as needed. Do not allow other faculty or staff to use your assigned card.

Students are not allowed to have or use ISU individual PCards. Cardholders are responsible for all charges placed on their assigned PCard.

## 2. Department PCard

An ISU Department PCard is issued to a single department. It can be used for approved purchases by staff and faculty within the department. The department is responsible for all charges placed on the card. Department cards can be named anything such as Stu Life Dept. Card, or University Housing Dept. Card. A department card must be assigned to a PCard manager. A card Manager should be a full-time ISU faculty or staff member. A student may be allowed to use the department PCard at the discretion of the PCard manager.

## C. Card Usage for Individual Cardholders and Department Cards

The PCard can be used at any company that accepts VISA, except as ISU otherwise directs (refer to PCard Policy (authorized and unauthorized purchases) located under Helpful Links at <https://www.isu.edu/purchasing/pcard/>

It may be used for in-store purchases as well as phone and on-line orders.

1. When using the PCard with vendors, emphasize that a receipt/invoice must be sent for all orders. This receipt/invoice must be retained for documentation of the purchase.
2. Also, make sure the vendor is aware that we are a tax-exempt entity. You may need to provide them with a copy of our ST-101 Tax Exempt Form. This form can be obtained by contacting the Purchasing Department at ext. 3111.
3. Request the vendor to note on the outside of all packages the following information:
  - ISU staff, faculty, or student name for delivery.
  - Building and room number where the package is to be delivered.
4. Do not use the PCard to pay for purchases or services from other ISU departments. When you pay any department on campus, including ticketing at Holt Arena, and Stephens Performing Arts Center, with the PCard, the University is charged a transaction fee. Use the Interdepartmental Invoice to pay for on-campus purchases.
5. Do not sign contracts with vendors. All contracts must be reviewed by ISU General Counsel and signed by a Buyer in the Purchasing Department.

## D. Spending Limitations

### 1. Single Transaction Limits for Individual Cardholders and Department Cards

All cards have assigned credit limits, which means if you attempt to purchase more than the limit assigned at any given time, the card will be declined. Do not 'split' a purchase to avoid the single transaction limit. If the single limit will inhibit optimum usage of the program, or if the monthly limit is insufficient for department requirements, please discuss with your immediate supervisor. Refer to (*Section 9, Account Maintenance*), for instructions to request a change to PCard limits.

### 2. Daily Transaction Limit

Every card has been assigned a daily spending limit. When a higher single purchase limit is requested, the daily limit may be raised accordingly. Refer to (*Section 9, Account Maintenance*), for instructions to request a change to PCard limits.

### 3. Monthly Limit

In addition to the single transaction limit, every card has a total monthly dollar limit assigned to the account. Limitations vary by card. If the monthly limit is insufficient for department requirements, discuss with your immediate supervisor. Refer to (*Section 9, Account Maintenance*), for instructions to request a change to PCard limits.

### 4. Department Card Limits

Recommended limits are \$300 single, \$1500 daily, and \$3000 monthly. There is a section on the Department Card Application to request different limits than what are recommended. After the card has been used for a period of time, if the limits originally chosen don't meet your needs, refer to (*Section 9, Account Maintenance*) for instructions to request a change to PCard limits.

## E. Non-Employee Travel Expense - Job Candidates – Student Recruitment

1. If the University guest is an independent contractor or paid by ISU funding, they are expected to pay for their own travel expenses and be reimbursed after their visit. Consultant travel costs may be built into the contract for services if the University is expected to pay for their travel.
  2. You may prepay airfare and lodging for University guests using a PCard if all of the following conditions are met:
    - The individual is volunteering his or her services for the betterment of the University and will not be compensated for services.
    - The individual will not receive an honorarium.
  3. Student and employee recruitment travel expenses can be paid with the PCard.
- F. Non-Travel Meals, Refreshments, Entertainment, Gifts, and Spouse/Partner Reimbursement
- Review Idaho State University Finance policies regarding these areas before making a purchase with the PCard. Policy 2530, Non-Travel Meals, Refreshments, Entertainment, Gifts, and Spouse/Partner Reimbursement can be located at <https://www.isu.edu/policy/finance/>. Additional ISU Policies and Procedures are located at <https://isu.edu/policy>
- Make sure all required documentation is provided as required when reconciling any purchase that is in this category.
- G. Misuse of the PCard
- The use of a University PCard is a privilege, not an entitlement. Accordingly, disciplinary action will be taken for misuse of, or allowing the misuse of the card. Individuals who knowingly misuse their PCard may be subject to disciplinary action, up to and including termination. See (*Attachment 5, Misuse of PCard Agreement*). Some examples of PCard misuse are:
1. Splitting purchases to attempt bypassing single transaction limits.
  2. Making unauthorized purchases.
  3. Individual cards - allowing another person other than the individual card holder to use the card.
- J. Authorized Purchases
- PCards are intended for small-dollar purchases of products and supplies needed during the course of business. The following examples are not all inclusive but are given to help the cardholder or user of a department card determine appropriateness:
1. Advertising expenses (newspaper, magazine, web, and other media)
  2. Automotive parts
  3. Books, subscriptions (excluding software)
  4. Building, plumbing, electrical materials
  5. Classroom teaching models, charts, audio and visual aids
  6. Computer supplies and repair parts
  7. Hardware, tools, repair parts
  8. Lab, field, photography, and safety supplies
  9. Non-employee and student recruitment expenses for job or recruiting candidate airfare and lodging
  10. Office and class supplies
  11. Short term equipment rentals
  12. Training/conference registration held at an employee workstation
  13. Travel of non-employees (who do not receive payment for fee)
  14. Use PCard when possible instead of petty cash
  15. Work related membership/organizational fees and licenses

### Unauthorized Purchases

Any purchase not approved by your department in advance, above account limits, or not allowed by University policy is considered unauthorized. The following examples are not all inclusive but are given to help the cardholder or user of a department card determine appropriateness:

1. Alcoholic beverages
2. Capital expenditures \$2000 or more
3. Cash advances, salaries, and wages
4. Cellular phones, monthly contract fees, prepaid phone cards
5. Computer software (contact Purchasing)
6. Computers, laptops, photocopiers and printers with hard drives
7. Donations, gift cards
8. Employee related travel (refer to the Travel Card Policy)
9. Firearms and ammunition
10. Fuel for personal or rented vehicles
11. Live animals
12. Merchandise from non CLS vendors
13. Payment to ISU departments
14. Personal expenses
15. Personal parking permits
16. Radioactive materials, controlled substances, hazardous materials
17. Scholarships, stipends, tuition, and fees

### 3. HOW TO USE THE PCARD

The PCard provides a simple option to the usual purchasing procedures when buying approved goods and merchandise. As noted previously, the PCard cannot be used to purchase capital goods or certain specified items or services. In addition, each PCard is limited to a specified transaction amount; know your limits. Under unique circumstances in which a card is the most efficient means of purchase and the cardholders' authorization is limited, contact one of the buyers in the Purchasing Department. Buyers card limits are greater and can facilitate department purchasing needs.

#### A. Starting a PCard Purchase for Individual Cardholders and Department Cards

1. Verify that the purchase is appropriate and allowed under the PCard Procedures. Check the list of restricted goods and services and the list of specifically unauthorized purchases (see *PCard Policy* located at <https://www.isu.edu/policy/finance>). If what you wish to purchase falls into any of the unauthorized or restricted categories, a purchase order must be used.
2. Inform the vendor that you are an employee of Idaho State University and will be making a VISA PCard purchase. This applies whether purchasing via telephone, on-line, or in person.
3. Inform the vendor that Idaho State University is a sales tax-exempt organization. If the vendor requests proof of tax exemption, you can provide them with a copy of the University's ST101, Sales Tax Resale or Exemption Certificate. The form can be requested from the Purchasing Department by emailing [buyers@isu.edu](mailto:buyers@isu.edu), or by calling ext. 3111.
4. Order item(s) or request merchandise.
5. Provide vendor with the PCard number and expiration date.
6. Provide vendor with deliver to name, department name, and a complete delivery address:  
ISU Receiving  
638 East Dunn St.  
Pocatello, ID 83209-xxxx (stop number)  
This information must be placed on the outside of all shipments for quick and accurate delivery.
7. Obtain a receipt, packing slip, and/or credit card sales slip from the vendor. In the rare event that a receipt is not available from the vendor, a Record of PCard Activity No Receipt Available Form

must be completed, (see *Attachment 6*). Note: this step must be completed in order to maintain good standing.

8. Make sure the appropriate supervisor is aware of the purchase and all policies and procedures have been followed regarding purchasing, ordering, processing, and record retention.
9. Upon receipt of merchandise, it is the cardholders'/departments' responsibility to inspect the shipment. In the case of returns, the cardholder/department is responsible for coordinating the return directly with the vendor and contacting the ISU PCard Administrator regarding unresolved issues.
10. Be careful on-line. The internet is a wonderful place where customers can buy almost anything. However, it is also very easy to be scammed by a website that appears to legitimate. Be very careful to only do business on-line with companies that are trusted and well known. Most legitimate businesses will include security verification. Regularly perform a virus scan and avoid entering payments or identification details on a computer that is not trusted.

#### B. Reconciliation and Payment

Unlike personal credit cards, the Bank of America VISA PCard is handled as a University liability. Accounts Payable is responsible for paying the program invoices each month and charging the costs to the appropriate accounts. Cardholders/departments are not responsible for the payment process. They are, however, responsible for ensuring the charges are reconciled, approved, and coded to the proper account within the allowed time frame.

##### 1. Electronic Reconciliation for Individual Cardholder and Department Card

Each time the PCard is used, an e-mail from Bank of America will inform the cardholder/card manager and the reconciler that a task is waiting to be performed in Bank of America Works. The emails will reflect the transaction date, supplier/vendor name, total amount of the purchase, and cardholder/department name. This notice is to remind the cardholder/card manager/reconciler to electronically reconcile as soon as possible.

It is the reconciler's responsibility, immediately upon receipt of the e-mail, to review the information to ensure all transactions posted are legitimate transactions made by the card user. Cardholders/card managers should ensure transactions are electronically reconciled and approved at least weekly. The Purchasing Department suggests setting a weekly reminder in Google calendars to check for any unreconciled charges. *Transactions must be accurately reconciled and approved no later than twenty-eight (28) days after the transaction.*

The process of reconciliation is detailed in on-line training. Print a copy of the PCard Reconciliation QuickGuide (in Bank of America Works) to use as a guide in reconciling purchases, or refer to the Purchasing PCard website.

##### 2. PCard Record Log

The PCard Record Log (see *Attachment 3*) is to be utilized for tracking purchases. It is a requirement that you log all purchases made.

##### 3. Department Record Log

a. Department cards must be logged out/in by the department staff card manager. The card manager will keep a Department Record Log (see *Attachment 8*) and record time, date, items purchased, amount, account code, and if a receipt was collected. Departments are required to maintain logs for regular audit reviews to ensure the card is managed according to University policy and procedures.

b. Each staff or faculty member who uses the department PCard will review and sign a *Department Card Authorized User Agreement* (see *Attachment 9*).

c. Departments can add requirements if necessary for more restrictiveness.

#### 4. AUDIT

PCard records and logs will be subject to audit so it is essential to adhere to the above record keeping procedures.

## 5. DISPUTED CHARGES

If there is a discrepancy between the record log and statement, it is imperative that the issue is addressed immediately. Depending on the type of discrepancy, contact either the vendor (supplier) or the Purchasing Department to resolve the disputed transaction. Do not click the Dispute Button in Bank of America Works. Instead, follow the instructions below.

- A. Disputing a Charge for Individual Cardholders and Department Cards
  - 1. If a vendor has charged a PCard incorrectly or there is an outstanding quality issue, first contact the vendor to resolve the error or problem.
  - 2. If the error is resolved with the vendor directly for an overcharge, a credit adjustment should be requested and appear on the next PCard statement. *Suggestion: the item should be highlighted on the record log as a reminder to verify that correct credit has been received.*
  - 3. If the error cannot be resolved with the vendor, immediately contact the Purchasing Department who will work with the cardholder/card manager and Bank of America to resolve the dispute. Bank of America will request complete details of the dispute in writing in order to research the item in question. These details should be reported on University letterhead or on the Bank of America Dispute Form sent by Bank of America.
  - 4. Bank of America must receive any charge dispute within 60 days of the transaction date. While pending resolution, Bank of America will credit the cardholder/department account for the disputed amount. Although Bank of America acts as the arbitrator in any dispute, never assume that all disputes will be resolved in ISU's favor.
  - 5. If the dispute is not resolved, and the vendor has not treated you fairly, notify the vendor manager with the relevant details.

## 6. FRAUDULENT CHARGES

Any fraudulent charge, i.e., a charge that was not authorized, must be reported immediately to the Purchasing Department and Bank of America. Prompt reporting of any such charge will help to prevent the University from being held responsible.

- A. All fraudulent and disputed charges must be reconciled. When reconciling a fraudulent charge, use a local index and account code 7898 (PCard Fraudulent Charges/Credit). The credit for the fraudulent charge will be reconciled to the same index code and account code as used to reconcile the charge so they will zero out in the system.
- B. Disputed charges and accidental personal use charges should be reconciled to a local index code and account code 7897 (PCard Error). The credit will be reconciled to the same index and account code to lower the cost of the item or zero it out in the system. If it is an accidental personal use charge, you will need to visit the Cashier's Office located in the Administration Building #10, and make a deposit to the appropriate index with the same dollar amount as the mischarge.

## 7. LOST OR STOLEN CARDS

The cardholder/card manager/department is accountable for the security of the PCard and the propriety of all purchases made on the account.

- A. If a PCard has been lost or stolen, or the card number has been compromised, immediately report this information to Bank of America Customer Service at 888-449-2273. Immediately after reporting to Customer Service, inform the Purchasing Office. It is extremely important to act promptly in the event of a lost, stolen, or compromised card to avoid ISU liability for fraudulent transactions.



- B. As with a personal charge card, the cardholder/department will no longer be able to use the compromised account number after notifying Bank of America. A new card will be issued within 48 hours of notice and you will be notified by someone in the Purchasing Department once a new card has been received. Purchasing will contact the card holder/card manager to pick up and sign for the new card.

## 8. SALES AND USE TAX

Purchases for ISU are exempt from Idaho sales and use tax. The VISA PCard has embossed on it the words: "Idaho State University – Tax Exempt".

- A. When presenting the PCard to a vendor, inform them the purchase is tax-exempt. On occasion, one might be required to provide a vendor with the ST-101 tax exempt form for verification of non-taxable status (including out of state suppliers). Contact the Purchasing Department to obtain a copy of the ST-101 form and retain on file for future purchases. If you incur a tax on a purchase, you must call the vendor and ask for a credit to cancel out the charged tax.

## 9. ACCOUNT MAINTENANCE

If there is a need to change any account information, such as name change, spending limits, transfer, reconciler, or approver, one must complete the *PCard Account Maintenance Form* (see *Attachment 2*) and forward it to [stilljenn@isu.edu](mailto:stilljenn@isu.edu)

- A. Termination of Employment – requirements upon termination of employment:
  - 1. Return PCard to the Purchasing Department or your supervisor, who will then return the PCard to the Purchasing Department to be shredded.
  - 2. Reconcile all charges and turn in all receipts to your supervisor.
  - 3. Fill out and sign a *PCard Account Maintenance Form* (see *Attachment 2*), certifying that there are no unauthorized purchases and all expenses are legitimate Idaho State University expenses.
  - 4. Send completed form to [stilljenn@isu.edu](mailto:stilljenn@isu.edu)
  - 5. Upon completion of the above steps, the Purchasing Department will cancel cardholder's PCard.
- B. Transferring Departments – requirements for transferring to a different department:
  - 1. Complete a new *Cardholder Application* (see *Attachment 1*) including signature by the new supervisor.
  - 2. Provide information as to new reconciler, approver, UBO, and local default index code(s).
  - 3. Complete a *PCard Account Maintenance Form* (see *Attachment 2*) including signature by the new supervisor.
  - 4. Send completed form to [stilljenn@isu.edu](mailto:stilljenn@isu.edu).
  - 5. Upon completion of the above steps, the Purchasing Department will process changes in Bank of America and the Banner system.
- C. Changing Reconciler or Approvers – requirements for changing reconciler or approver:
  - 1. Complete a *PCard Account Maintenance Form* (see *Attachment 2*) including supervisor signature.
  - 2. Send completed form to [stilljenn@isu.edu](mailto:stilljenn@isu.edu)
  - 3. Upon completion of the above steps, the Purchasing Department will process changes in Bank of America and the Banner system.

## 10. FREQUENTLY ASKED QUESTIONS

Q – What are my spending limits?

A – Limits are on the PCard applications. If you can't remember what your limits are you may call Purchasing for that information.

Q - Can the PCard be used for travel expenses?

*A - No. The Travel Card is to be used for travel expenses. The only exception to this is travel expenses for recruitment of prospective employees or students.*

Q - Can the PCard be used to buy software?

*A – Not always, you must get authorization from Purchasing first.*

Q - Can the PCard be used for personal computers, laptops, or tablets?

*A – The PCard may be used to purchase these items from Apple or GovConnect only. All other purchases should be made through Jaggaer, the University e-procurement system.*

Q - Can the PCard be used on campus?

*A – Yes & No. Examples of on campus locations where the PCard cannot be used are Rendezvous, Pond Student Union, Holt Arena, History Museum, and the Bengal Pharmacy. The University gets charged a transaction fee for on campus purchases. The PCard can be used at the University Bookstore and for Chartwells purchases.*

Q - Can the PCard be used for meals/refreshments?

*A - The University Finance Policy #2530, Non-Travel Meals, Refreshments, Entertainment, and Gifts, defines the requirements for using the PCard for refreshments/meals. The PCard can be used ONLY IF these requirements are met. There is a form on the ISU Finance website that must be completed and kept in your PCard file for these situations.*

Q - Can the PCard be used for fuel for personal or rental vehicles?

*A- No.*

Q – What ship to address do I tell merchants to ship my purchases to?

*A – Idaho State University  
[Your name/dept. and stop#]  
638 E. Dunn St.  
Pocatello, ID 83209*

## 11. LIST OF ATTACHMENTS

1. Cardholder Application
2. PCard Account Maintenance Form
3. Cardholder User Agreement (individual cardholder)
4. Misuse of the PCard Form
5. Record of PCard Activity No Receipt Available Form
6. Department PCard Application
7. Department Card Record Log
8. Department Card Authorized User Form

Failure to comply with the above procedures for authorized purchases under the Idaho State University – Bank of America VISA PCard Program may result in disciplinary actions, such as cancelation of PCard privileges, and possible termination of employment from Idaho State University.

# Attachment 1

## Cardholder Application

Please complete all fields below. Any missing information could create a delay in processing your application.

### Cardholder Information:

Cardholder Name: \_\_\_\_\_  
(As it will appear on card, including middle initial - **maximum 24 characters**)

Agency Name or Division: IDAHO STATE UNIVERSITY

University Department: \_\_\_\_\_ Campus: \_\_\_\_\_  
(Pocatello, IF, Meridian, etc.)

Statement Mailing Address: 638 E DUNN STRE  
POCATELLO, IDAHO 83209 - \_(stop number) E-

Mail Address: \_\_\_\_\_

Work Telephone: (\_\_\_\_\_) \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
(Area code)

\_\_\_\_\_  
Cardholder Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

### Spending Limits

Overall Monthly Limit: \$ 10,000 Single Purchase Limit: \$ 2,000 Daily Transaction Limit: \$ 6,000

### Approvals – it is recommended the index owner or their designee be the approver.

Approver/Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Reconciler Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

UBO Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Default/Local

Index Code: \_\_\_\_\_

### For Purchasing Only - Agency Purchasing Card Administrator Sign

\_\_\_\_\_  
Date: \_\_\_\_\_

## Attachment 2 PCard Account Maintenance Form

Please indicate type of PCard: Individual  Department

**Card Information:**

Name \_\_\_\_\_ on \_\_\_\_\_ Card: \_\_\_\_\_

Bank of America Account Number (last 4 digits): XXXX - \_\_\_\_\_

**Place a check next to each requested change(s):**

- Increase/Decrease **monthly credit limit** from \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
If an increase, write a brief email justification attached with this form.

Department Card – If your department requests a monthly limit of over \$1000 you must have your Vice President’s or Dean’s signature on this Maintenance Form.

Vice President or Dean’s Signature/Date \_\_\_\_\_

- Increase/Decrease **single transaction limit** from \$ \_\_\_\_\_ to \$ \_\_\_\_\_
- Increase/Decrease **daily transaction limit** from \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
If an increase, write a brief email justification attached with this form.

- Change Card Name to: \_\_\_\_\_  
*(As it will appear on card, including middle initial (only for individual) maximum 24 characters.)*

- Change Card manager  
From: \_\_\_\_\_ To: \_\_\_\_\_

- Change Card Approver  
From: \_\_\_\_\_ To: \_\_\_\_\_

- Change Card Reconciler  
From: \_\_\_\_\_ To: \_\_\_\_\_



## Attachment 3 Cardholder User Agreement

You are being entrusted with an Idaho State University Purchasing Credit Card, issued by Bank of America. The card is provided to you based on your need to purchase materials for the University. It is not an entitlement nor reflective of title or position. The card is the property of Idaho State University and may be revoked at any time without your permission. Your signature below indicates that you have read, and will comply with, the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of Idaho State University and will strive to obtain the best value for the University.
2. I have read and will follow the Idaho State University PCard Policy and Procedures. Failure to comply could be considered misappropriation of University funds. Failure to comply with this agreement may result in either revocation of my use privileges or other disciplinary action, up to and including termination.
3. I understand that under no circumstances will I use the Idaho State University PCard to make personal purchases, either for myself or for others. Using the card for personal charges is considered misappropriation of funds of the University and could result in disciplinary action, up to and including termination of employment.
4. I agree that should I violate the terms of the agreement and use the Idaho State University PCard for personal use or gain, I will reimburse the University within thirty (30) days for all incurred charges and any fees related to the collection of said charges.
5. The Idaho State University PCard is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. The PCard is the property of Idaho State University. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect the assets of Idaho State University. This may include being asked to produce the card to validate its existence and account number, along with receipts documenting my use of the card.
7. If the card is lost or stolen, I will immediately notify Bank of America by telephone at (888) 449-2273 and the ISU PCard Administrator.
8. A report will download all charges into Banner weekly. Since I am responsible for all charges (but not for payment) on the card, I will reconcile charges on a daily basis and resolve any discrepancies by either contacting the supplier or Bank of America.
9. I agree to surrender the ISU PCard immediately upon termination of employment or transfer to another department, whether for retirement, voluntary, or involuntary reasons.
10. I will ensure all PCard transactions are reconciled and approved within 28 days of the transaction date.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Name (Signature/Date)

Account Number	Employee Signature and Date	Reason for card

**Attachment 4**  
**PCard Misuse Form**

The use of a PCard is a privilege, not a right. Accordingly, disciplinary actions will be taken for misuse. Individuals using the PCard to knowingly buy items intended for personal use or not properly following PCard policies and procedures will be subject to disciplinary actions, up to and including: limitation or revocation of PCard privileges, a period of probation, mandatory PCard training, and, if warranted, termination of employment.

**FIRST VIOLATION**

PCard will be **suspended**. Notification will be given to the cardholder and immediate supervisor. The cardholder **MUST** have a scheduled face-to-face meeting with the PCard Administrator. The purpose of the meeting will be to discuss violations, provide additional training and information, and determine corrective action(s) required by the cardholder. If the infraction is deemed willful or fraudulent misuse, the PCard will be terminated immediately and the cardholder's supervisor will be notified of the appropriate action.

**SECOND VIOLATION**

PCard will be **terminated for up to six months**. Notification will be given to the cardholder and their immediate supervisor. After the determined waiting period, reinstatement may be considered upon receipt of an emailed letter from the cardholder's or department card manager's supervisor to the PCard Administrator, providing a compelling argument as to why the card should be reinstated.

**THIRD VIOLATION**

PCard will be **immediately terminated**. The cardholder will be prohibited from any further use during their employment at ISU. Notification will be given to the cardholder and immediate supervisor.

If the cardholder decides they no longer want the responsibility of an ISU PCard, then the card is to immediately be surrendered to the PCard Administrator.

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I have met with the Idaho State University PCard Administrator and agree to use my PCard in strict compliance with instructions given in the *Cardholder Policy and Purchasing Handbook*.

---

Printed Name

---

ISU Employee Signature/Date

---

Wendy Holder, Senior Buyer, PCard Administrator/Date



**Attachment 5**  
**No Receipt Form**

This form is to be used in when a receipt was not provided by the merchant or if a receipt was lost.

Attach this form to your P-Card statement for reconciliation and keep on file.

**Cardholder Information**

Cardholder/Department Card's Name: \_\_\_\_\_

Card Number (Last 4 Digits Only): \_\_\_\_\_

**Transaction Record**

P-Card Statement Date: /\_\_\_\_\_/\_\_\_\_\_

Vendor/Supplier Name: \_\_\_\_\_

Item(s) Purchased and Business Purpose: Amount:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	<b>\$ _____</b>

Reason Receipt is Not Available: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures Required**

Cardholder/Card Manager Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

## Attachment 6

### Department PCard Application

Complete all fields below and email to [buyers@isu.edu](mailto:buyers@isu.edu). Any missing information could create a delay in processing your application. A **department PCard** is allowed for shared use by approved individuals for authorized business purchases only. Card must be assigned to a **card manager** for monitoring and daily/weekly reconciling. Each card user must sign a *Department Card User Agreement* which is kept on file with the department.

#### Card Information:

Department Card Name: \_\_\_\_\_  
(As it will appear on card - **maximum 24 characters**)

University Department: \_\_\_\_\_ Campus: \_\_\_\_\_  
(Pocatello, IF, Meridian, etc.)

Statement Mailing Address: 638 E DUNN STREET  
POCATELLO, IDAHO 83209 - \_\_\_\_\_ (Stop#)

#### Spending Limits

Please check the appropriate box below.

Recommended: Single Purchase Limit: \$ 300 Daily Purchase Limit: \$ 1500 Overall Monthly Limit: \$ 3000

Other: Single Purchase Limit: \$ \_\_\_\_\_ Daily Purchase Limit: \$ \_\_\_\_\_ Overall Monthly Limit: \$ \_\_\_\_\_

#### Card Manager/Reconciler/Approver Information

The card manager is responsible for keeping a log recording who checked the department card out/in, including time and date, items purchased, amount spent, etc. Card manager and card reconciler can be the same person. The reconciler is responsible to reconcile all transactions, daily reconciling is recommended. The approver is responsible for approving all reconciled transactions. It is recommended that the Approver, or their designee, be the index owner. Your signature below indicates that you have read, and will comply with, the PCard Policy and Procedures.

Card Manager Name: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Reconciler Name: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Approver Name: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

UBO Name: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Default/Local Index Code: \_\_\_\_\_

#### For Purchasing Only

PCard Administrator Signature/Date: \_\_\_\_\_





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