

St. Petersburg College PCard (Purchasing Card) Program PCardholder Enrollment Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE ST. PETERSBURG COLLEGE PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL COLLEGE BUSINESS ONLY:

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments and will strive to obtain the best value for St. Petersburg College (SPC).
2. I understand that under no circumstances will I use the PCard to make personal purchases, either for myself or others. Willful intent to use the PCard for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
3. I understand I shall follow all purchasing policies of SPC, and the established guidelines for using the PCard. Failure to do so may result in either revocation of my PCard privileges or other disciplinary action, or both.
4. I have been provided a copy of the Purchasing Card Guidelines and understand the PCard Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
5. I agree to review and reconcile transactions with my departmental reconciler in a timely manner and will maintain all applicable information and receipts.
6. I agree that, should I violate the terms of this Cardholder Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse St. Petersburg College for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I may owe St. Petersburg College may be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Florida Law and College Regulations.
7. I understand that should my PCard be lost or stolen, I will (1) contact Bank of America to report the loss at (888) 449-2273, and then (2) contact the PCard Administrator at 727-341-3370 to coordinate ordering a new card. The bank may order a new card for you and ship it to PCard Admin. You will be notified for pick up after the new card is received and processed.

Cardholder Print Name:

 By checking this box, I affirm and agree to the above statements.

Cardholder Signature:

Date: _____

PCard Administrator's Signature:

Budget Supervisor Print Name:

 By checking this box, I certify that I am the Budget Supervisor for the Cardholder and the Department Cost Center indicated on page 2.

Budget Supervisor Signature:

Date: _____

Date: _____

Request for a PCard (Purchasing Card)

Date: _____ (mm-dd-yyyy)

Cardholder Name: _____

SPC Employee #: _____

Department Name: _____

Campus Location: _____

Phone: _____

Cell Phone: _____

(for fraud alert notification)

E-mail address: _____

DEFAULT COST CENTER TO BE CHARGED:

Fund	Department	Site

Card Use (Determined by Budget Supervisor):

Materials and Supplies Travel

_____ Single Transaction Limit of \$1,000 and monthly total limit of \$2,500 (default)

_____ Single Transaction Limit of \$2,000 and monthly total limit of \$5,000, if selected provide reason below _____

Name of Primary Verifier: _____ Employee ID #: _____

Name of Primary Reconciler: _____ Employee ID #: _____

Name of Alternate Reconciler: _____ Employee ID #: _____

Budget Supervisor's Signature: _____ Date: _____

By checking this box, I certify that I am the Budget Supervisor for the Cardholder and approve this application.

Budget Supervisor's Printed Name: _____ Date: _____

Budget Supervisor's Position: _____

PURCHASING CARD ADMINISTRATOR USE ONLY:

PCard Administrator Approval: _____ Date: _____

PCardholder's are subject to penalties for misuse of the PCard and/or failure to comply with SPC card policies, procedures and regulations.

Use of the PCard is a privilege based on trust. When the cardholder signs the Enrollment Agreement, he/she acknowledges an understanding of the benefits of this privilege and an understanding of the penalties for misuse of the PCard.

Therefore, in accordance with the terms of the Enrollment Agreement and PCard Certification training please review the following list of infractions. In addition misuse of the card may also result in having to reimburse SPC for inappropriate charges.

1. Abuse or improper usage of PCard including*:
 - a. Falsification of records
 - b. Fraud
 - c. Theft
 - d. Using the card for personal gain
 - e. Allowing another individual to use the card or account number
 - f. Repeated non-compliance with SPC policies and procedures
2. Negligence in performance of Cardholder's, Verifier's, and/or Reconciler's duties
3. Splitting transactions to circumvent the single transaction limits
4. Transactions not verified within 3 business days
5. Transactions not reconciled within 3 business days
6. MAS (Monthly Activity Statement) and documentation not uploaded to SharePoint within **five** business days
7. Not complying with established rules, policies and procedures for appropriate use
8. Improper receipt documentation
9. Not complying with records retention guidelines

*All infractions listed under number one carry no warning. They result in a permanent loss of PCard privileges.

I further understand that for each infraction listed above the following disciplinary action will be taken:

1st Offense – Written Warning issue to both the cardholder and budget supervisor

2nd Offense – Must retake PCard Certification Training, PCard suspended until this is completed, minimum of 30 days.

3rd Offense – 60 days suspension of card usage

4th Offense – Permanent loss of PCard privileges

Cardholder Signature

Date