

# Corporate Procurement Card Employment Use Agreement

The undersigned employee of the Associated Students of San Diego State University (A.S.), as an inducement to A.S. to guarantee the issuance of a US Bank Procurement Card (“corporate card”), hereby and absolutely guarantees that the corporate card issued for their sole use will be used only for A.S. reimbursable business activities.

## By signing below the A.S. employee agrees to the following conditions:

- No personal items will be charged on the corporate card.
- All purchases must be “signed off” using the online software system within the deadline dates issued. If online approval is not met by the due dates your charge privileges may be canceled.
- If receipts (must be itemized and originals) are not submitted within 7 days after the corporate card billing date your charge privileges may be canceled.
- A.S. may deduct the amount of any purchases, interest or service charges from their paycheck if such charges are unreimbursable and are unpaid after 30 days. An additional authorization form will need to be signed.
- Agrees to forfeit their corporate card upon termination of employment with A.S. or at any other time as determined necessary by your immediate supervisor or director.

## Purchase order policies

P-card use does not preclude adhering to A.S. policies in regards to Purchase Orders. Please refer to A.S. Policies & Procedures Section 7.3 - Purchase Orders for specific guidance.

## Cardholder Responsibilities

By accepting and using a P-Card, a Cardholder agrees to:

- Notify the bank issuing the P-Card, the P-Card SA, and their Program Director immediately if the P-Card is lost or stolen. (The cardholder’s department may be liable for all charges incurred until the P-Card is reported lost or stolen to the bank.)
- Make purchases competitively where practical.
- Consider performance, quality, suitability, delivery, and service when choosing vendors.
- Understand and comply with the list of prohibited and restricted purchases in this policy.
- Give complete shipping instructions when placing orders to vendors, and ask vendors to include receipts with the shipment. (Receipts should include the vendor’s name, amount of order, date, and an itemized description of the item(s) purchased.)
- Provide the A.S. Accounting Department with original receipts for all P-Card transactions. If the purchase is for a business meal or refreshment, the receipt must contain the names of all attendees and their business affiliation
- Not engage in stringing or making successive purchases to avoid circumventing the P-Card’s assigned single transaction limit regardless of whether the purchase is with one or several vendors.
- Verify that items purchased with his/her P-Card are received and follow up with the vendor on any delivery problems, discrepancies, or damaged goods.
- Handle any returns of purchases made on the P-Card as credits to the P-Card.
- Log on to the US Bank and approve their purchases and ensure the accounting code and comments are correct.

## Prohibited Purchases

P-Cards may not be used for the purchase of the following items.

- Purchases from A.S. employees, their spouses, parents, or children.
- Purchases from business concerns of which an employee (or an employee’s spouse, parent(s) or children) is a sole or principal owner, major officer, or primary employee.
- Purchases when the vendor requires an agreement or any contract to be signed by an authorized A.S. representative.
- Specific items as follows:
  - Attorney Fees
  - Cash advances
  - Tobacco
  - Consultant Fees
  - Health Care Provider Fees
  - Imported goods that must go through customs
  - Independent Contractor Fees
  - Maintenance Contracts
  - Weapons, ammunition, or detonating equipment or material

### Restricted Purchases

P-Cards may be used for the following items when corresponding requirements are met (or when exceptions are approved by the A.S. P-Card Administrator).

- Business meals may only be purchased under certain circumstances and with specific restrictions.
- Computer software may be purchased if the vendor does not require a signed license agreement or contract.
- Flowers/floral arrangements may only be purchased under certain circumstances.
- Rentals or leases from corporations may be made using a P-Card if they will not result in multiple payments or if a contract or agreement is not required.
- Alcoholic beverages are an allowable expense when (1) the A.S. employee is serving as host for an event attended by non-A.S. persons; or (2) the organization is hosting a reception for the benefit of employee morale. Expenditures for alcohol outside of hosted events are personal expenditures and are not reimbursable. Attendees are over the age of 21.

### AGREED BY:

_____	_____	_____
A.S. Employee - Print	A.S. Employee - Signature	Date

### APPROVED BY:

_____	_____	_____
Immediate Supervisor or Director - Print	Immediate Supervisor or Director - Signature	Date