

Humboldt State University
Procurement Credit Card (PCC) Program Agreement

Name of Cardholder _____
PRINT OR TYPE NAME

Name of Approving Official _____
PRINT OR TYPE NAME

Department _____ Phone Extension No. _____
PRINT OR TYPE NAME

The cardholder accepts the authority and responsibility to utilize the University Visa credit card. The cardholder agrees, upon receipt of the monthly statement from the Bank, to verify the accuracy of the billings and to forward the statement with the bank postmarked envelope, along with supporting itemized credit card receipts (including items purchased, amounts, price and vendor) and a completed monthly purchase report to your Approving Official, in order for these payment documents to be forwarded and received by Fiscal Affairs/Accounts Payable Department within eight (8) working days after receipt of the bank statement by the cardholder, to pay the bank on time and to avoid late payment charges.

If a card is lost, the cardholder/user department has the responsibility to notify the Bank, Fiscal Affairs/Accounts Payable Department and the Office of Contracts and Procurement immediately. If the card is stolen, the user department has the responsibility to notify the Campus Police in addition to the Bank, Fiscal Affairs/Accounts Payable Department and the Office of Contracts and Procurement.

The credit card is to be used only for authorized University purchases, by the named cardholder and is not to be loaned to another employee. Should a cardholder terminate employment with the University, the user department is obligated to reclaim the credit card, cut it in half and return it to Fiscal Affairs/Accounts Payable Department or the Office of Contracts and Procurement prior to the employee's termination date. The cardholder may not make personal purchases on the card and then reimburse the University.

As holder of this credit card, I agree to accept the responsibility for the protection and proper use of this card as enumerated above. I understand the following items are NOT to be purchased with the credit card:

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| Capitalized Property (Equipment \$500 each and up) | Postage - All US Postal Service (USPS) Services |
| Cash Advances | Services Performed by an Individual |
| Firearms | Software Licenses (contractual) |
| Leases | Personal Purchases |
| Maintenance Agreements | Splitting of purchases to circumvent \$ limitation |
| Narcotics and other controlled substances | Travel |

Note: Non-adherence to any of the above procedures will result in revocation of individual cardholder privileges.

Signature _____ Date _____
Cardholder

Signature _____ Date _____
Approving Official

Signature _____ Date _____
Procurement Credit Card Program Coordinator
Contracts and Procurement