

Revised 1/18/08

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE
PURCHASING CARD (PCARD) PROGRAM
Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE FCCJ PCARD ASSIGNED TO ME FOR OFFICIAL COLLEGE BUSINESS USE ONLY:

- 1) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments as an agent and on behalf of FCCJ and will strive to obtain the best value for the College.
- 2) I understand that under no circumstances will I use the PCard to make personal purchases, either for myself or for others. WILLFUL INTENT TO USE YOUR PCARD FOR PERSONAL GAIN OR UNAUTHORIZED USE(S) AS LISTED BELOW WILL RESULT IN TERMINATION OF PCARD PRIVILEGES AND MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT AND PROSECUTION TO THE EXTENT PERMITTED BY LAW.
 - A. MAKING ANY PERSONAL PURCHASE.
 - B. SPLITTING ANY PURCHASE >\$2500, AS DEFINED AS THE TOTAL COST OF ALL ITEMS PLUS FREIGHT AND INSTALLATION INTO MULTIPLE PCARD TRANSACTIONS.
 - C. SHARING OF YOUR VISA PCARD OR NUMBER WITH ANOTHER EMPLOYEE.
- 3) I will follow Florida law, purchasing policies and procedures of FCCJ, and the established guidelines for using the PCard. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
- 4) I have been provided a copy of the Purchasing Card Guidelines and attended training on ___/___/___, passed an exam and fully understand the PCard Program. I have been given the opportunity to ask any questions to clarify my understanding of the PCard Program.
- 5) I acknowledge that the card may only be used for non-capital equipment purchases not to exceed \$999.99, as defined as the cost of a single item plus freight and installation, per unit cost.
- 6) I agree to review and reconcile transactions, and will submit all applicable information and receipts to my budget administrator within 72 hours of purchase and maintain on campus file copies for two (2) fiscal years for potential state audit.
- 7) Any use of the P-Card for personal purchases will result in the review of P-Card administrators and may result in the immediate closure of the P-Card account.

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(Cont.)

- 8) I agree that should I violate the terms of this agreement, I will be subject to disciplinary action and will reimburse the College for all unauthorized incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the College may be deducted from any money which would otherwise be due and owing me, including salary or wages.
- 9) I agree to return to the purchasing department the PCard immediately upon request or upon termination of employment (including retirement). In addition, if I am involved in an organizational change or transfer to another department or cost center, I will return my card and arrange for a new one, if deemed necessary by my new supervisor.
- 10) If the card is lost or stolen, I agree to notify Bank of America at 1-800-538-8788, my campus DAS and Dennis Blank in Purchasing immediately.

Employee Name (Print)	Department/Campus
Employee Signature	* Budget Administrator Signature

*Certify that as a Budget Administrator I have attended B/A P-Card training Yes No

Supervisory Budget Admin

Last Four Digits of Employee Social Security #	Campus DAS
	Campus President Signature

FOR OFFICIAL USE ONLY

Date Card Requested: _____

Date Card Received: _____

Card Number Assigned: _____

Card Expiration Date: _____

Card Issued By: _____

Copy of Card Made for Purchasing File: Y N

Signature block of card marked with "See Identification"? Y N

cc: Campus DAS
Campus President
Budget Administrator