



SOUTHERN CONNECTICUT STATE UNIVERSITY

Purchasing Card Agreement Form

Southern Connecticut State University (SCSU) presents to you a **MasterCard Purchasing Card**. This card represents the University's trust in you and our willingness to empower you as a responsible employee of the University and our belief in your ability to safeguard and protect our assets.

I, _____, hereby acknowledge receipt of a Southern Connecticut State University Purchasing Card. As the holder of this Purchasing Card, I understand and accept the responsibility for the proper use and protection of same as outlined in this agreement and I have read, understand and agree to the terms in the Purchasing Card (P-Card) Program Policy and Procedures Manual (herein "User Manual") located at <http://www.southernct.edu/pcard/>

I agree to use this card for official **University purchases only, and understand that all my purchases will be consistent with all University policies and procedures. I will not use it for personal purchases of any kind nor will I loan my card to other individuals.** University purchases may include authorized travel and general purchases. Additionally, I agree to maintain proper supporting documentation for appropriate travel related expenses or general purchases.

Within 10 days following the 25th day of the previous month's billing cycle, I agree to review my current period charges utilizing the Smart Data On-line (SDOL) credit card statement process. I agree to reconcile my transactions and attach all necessary documentation to a printed copy of the statement and maintain such documentation on file until authorization to dispose of such information is granted by Finance and Administration. Furthermore, I will resolve any issues regarding my statement and will ensure that the statement amount agrees with my documentation. I will maintain my records in a manner that allows for timely retrieval by internal/external auditors.

When using the card for general purchases, I agree to purchase only approved purchases as identified in the User Manual and will utilize University and State contract vendors whenever possible.

When using the card for travel, I agree to follow Connecticut State University travel policies, and I also agree to use the card only for approved travel expenses, as outlined in the travel portion of the User Manual.

I understand that use of this Purchasing Card for purchases deemed inappropriate may result in disciplinary action, up to and including dismissal, personal liability for improper charges, and loss of my cardholder privileges. I acknowledge that I will be responsible for the re-payment of any charges deemed inappropriate by direct reimbursement and/or payroll deduction based upon official notification of such. This responsibility may continue beyond termination of employment and may include any associated legal fees.

I understand that Southern Connecticut State University may terminate my right to use this credit card at any time for any reason. I agree to return the credit card to the **P-Card Administration** immediately upon request or upon termination of employment.

Cardholder Signature:

Date:

Misuse of the P-Card:

In an effort to provide fair and equal treatment while performing cardholding audits, a set of three levels of violations has been established. Each violation level has been assigned points. A cardholder who accumulates 6 points will be required to repeat training. A cardholder who accumulates 8 points will have their P-Card privileges terminated.

The three violations and their associated points are listed as follows:

Level I - Improper Record Keeping (1 point for each violation)

- Monthly statement was not reviewed and reconciled by the cardholder within 10 days of the ending billing cycle
- Monthly statement is not printed and ready for audit review
- Documentation does not adequately support the P-card purchase
- Supporting documentation is not attached to the monthly statement
- Missing source of supporting documentation (original packing slip, paid invoice, or register receipt)
- The source of supporting documentation does not provide line item information including item description, quantity, and dollar amounts
- Non-original source of supporting documentation provided (fax, photocopy, etc.)
- The cardholder has failed to respond to requests from the P-Card Team for vendor information
- General condition of records are unkempt and unorganized

Level II - Incremental Purchase/Prohibited Purchase (2 points for each violation)

- Dollar amounts on supporting documentation were altered
- Sales tax was assessed and paid and cardholder has not requested a credit or submitted a personal reimbursement
- Repeated sales tax assessments were incurred by the cardholder
- The P-card was used to pay for a professional service
- A purchase was made for more than \$999.00 without prior authorization from Purchasing
- It appears that there was an incremental/split purchase made to avoid the \$999.00 single purchase limitation

For Level I and Level II violations having a cumulative total under 8 points, a notice of violation shall be sent to the cardholder and his/her immediate supervisor. The cardholder will be requested to provide a written response to the findings and to state the corrective action(s) that will be taken by an established due date.

Level III - Personal and/or unauthorized purchase (8 points)

- A personal purchase was made
- An unauthorized purchase was made
- Airline ticket purchased for unauthorized traveler
- It appears that an individual other than the cardholder used the P-card
- The cardholder overspent the allocated budget of the associated Banner Org.
- The cardholder has left the department and a member of the P-Card Program Team was not notified to close the P-card

A Level III violation results in the immediate cancellation of the P-Card, as well as potential disciplinary action up to and including termination of employment. A written explanation is required from the cardholder's immediate supervisor including a statement of the disciplinary action taken.

The P-Card Program Team reserves the right in determining the return of a cardholder's P-card privileges. Appeals may be made directly to the Director of Administrative Support Services for conference with the Executive Vice President of Finance and Administration.

State of Connecticut
Credit Card Use Policy

Scope of this Policy

This statewide policy relates to the use of any and all gasoline cards, telephone calling cards, purchasing cards ("P-Cards"), and other credit cards issued by the State, its agencies, departments or commissions, to state agencies or employees (hereinafter referred to collectively as "State Cards").

State Cards are to be used in conjunction with current state contracts, and with specific agency purchasing policies. Agency policies and procedures with regard to the use of State Cards may be stricter than the guidelines outlined below; however, to the extent that any agency policy or procedure conflicts with this policy, the stricter policy shall govern.

Acceptable Uses, Limits and Procedures

State Cards shall be used solely for official state business. Therefore, State Cards shall not be used for personal or private business purchases.

State Cards shall be issued only to individuals who have appropriate purchasing authority. Authorized use of State Cards shall be limited to the person whose name appears on the face of the State Card, or who is specifically authorized by the agency head to use the Card. State Cards shall not be loaned to other individuals.

Each agency and state employee receiving a State Card shall be bound by the limits, policies, and procedures outlined in The State of Connecticut Purchasing Card Program Cardholder Work Rules and the Agency Purchasing Card Coordinator Manual, as they may be amended or revised from time to time. Any and all exceptions to these rules and limits must be approved and documented by the Office of the State Comptroller and the Department of Administrative Services. These manuals are published at:

http://www.das.state.ct.us/Purchase/PCard/P-Card_Work_Rules.pdf
http://www.das.state.ct.us/Purchase/PCard/P-Card_Coordinator_Manual.pdf.

Intentional misuse or fraudulent abuse of any State Card may result in disciplinary action, up to and including dismissal, referral to the State of Connecticut Ethics Commission, and/or criminal sanctions. In addition, the authorized holder of the State Card shall promptly reimburse the state for any unacceptable purchases.

1. P-Cards. P-Cards, distributed to the agencies under a program co-sponsored by the Department of Administrative Services and the Office of the State Comptroller, may be used for approved state purchases as prescribed by individual agencies.

2. Gasoline Credit Cards. State-issued gasoline credit cards issued to state employees may only be used to refuel assigned state vehicles pursuant to the policy below. In no event shall state-issued gasoline credit cards be used to refuel personal vehicles.

State vehicles shall be fueled at state-owned stations throughout Connecticut, except when an employee on agency business is unable to obtain fuel at a state-owned station because he or she is:

- (1) working after-hours,
- (2) in an area of the state not served by a state-owned station, or
- (3) prevented from doing so by an emergency or other unforeseeable circumstance.

Under such circumstances, the employee shall be permitted to use a state-issued gasoline credit card to obtain fuel. Under no circumstances shall a state-issued gasoline credit card be used to purchase food, beverages, cigarettes or other personal items.

3. Telephone Calling Cards. Telephone calling cards shall be used for official State of Connecticut business only. Each agency and state employee receiving a state telephone calling card shall be bound by the limits, policies, and procedures outlined in telecommunication policies issued by the Department of Information Technology.

Liability for Payment

Agencies are liable for all authorized charges made by its employees using State Cards. The agency's accounting unit/business unit is responsible for processing all State Card payments according to the terms of the state contract with the bank issuing the State Card.

In addition to disciplinary action, and possible ethical and criminal sanctions for misuse, individual State Card holders are responsible for repayment of improper charges, and have personal liability for misuse.

The State of Connecticut does not accept liability for the following:

- unauthorized use of State Cards,
- account numbers that are fraudulently used, or
- purchases made with stolen or lost cards that are beyond the maximum limit of \$50 and the maximum length of liability of 24 hours after discovery and reporting of card loss or theft.

Auditing and Documentation

All agencies, departments and commissions distributing State Cards shall provide a copy of this policy to each state employee receiving a State Card, and require the employee to acknowledge receipt of the policy by signing.

Agencies and individual State Card holders are responsible for maintaining adequate documentation supporting all State Card purchases. Agencies shall retain such documentation in accordance with the State Librarian's Record Retention Policies. Documentation shall support the business purpose of all transactions made with State Cards, and shall include the following items:

- Copy of this policy, signed by each State Card holder in the agency
- Copies of order forms, when available
- Packing slips (for goods received)
- Original cashier receipts or vendor invoices
- User logs, when available

Agencies shall be responsible for periodically auditing their records to ensure that State Cards are used only by authorized users for official state business.

Security

Agencies shall be responsible for safeguarding State Cards at all times. In that regard, agencies shall ensure that State Cards are kept in accessible but secure locations, and that account numbers on State Cards are not posted or left in conspicuous places. Agencies shall also be responsible for immediately and properly reporting lost or stolen State Cards.

All State Cards shall be returned to the issuing agency, department or commission immediately upon request or upon termination of employment (including retirement).

Carol A. Wallace
Name of Agency Representative

Name of Employee

Signature of Agency Representative

Signature of Employee

Director of Administrative Support Services
Title of Agency Representative

Employee Title

Southern Connecticut State University
Name of Agency

Date

Date