

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Purchasing Card Program

### CREDIT CARD USE AGREEMENT

In order to minimize the financial impact on the District and its employees when making low dollar purchases, including securing travel and lodging services, the District issues a Purchasing Card to employees. The credit card is a VISA card from US Bank.

1. Every Cardholder will be a full-time permanent employee of the Chabot-Las Positas Community College District, and shall agree to all terms and conditions established for the issuance of a District Purchasing Card.
2. Every Cardholder shall sign their card **in** the presence of a designated District issuer immediately upon taking possession of the card.
3. The Cardholder shall be personally liable for inappropriate charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor.
4. The Purchasing Card may be used for the following purposes:
  - a. Miscellaneous low dollar purchases, travel and conference expenses, including, but not limited to, transportation, lodging, meals, etc.
5. The Purchasing Card may be revoked for the following reasons:
  - a. The Card is used for personal or unauthorized purposes (listed on Attachment "A").
  - b. The Card is used to purchase alcoholic beverages or any substance, material or service that violates policy, law or regulation pertaining to the District.
  - c. The Cardholder allows the Card to be used by another individual.
  - d. The Cardholder uses the Card to purchase gratuities or gifts.
  - e. The Cardholder fails to provide documentation confirming that charges are approved within three (3) days of a billing cycle.
  - f. The Cardholder does not adhere to one or more of the Purchasing Card policies and procedures.
6. Each Purchasing Card will be assigned specific credit limits. Cardholders shall adhere to these limits. Cardholders shall not use the Card for the purchase of fixed asset equipment, personal memberships, rentals, payment of wages or payment to independent contractors.
7. The Cardholder is personally responsible for the guarantee that all charges are for appropriate District expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Board of Trustees. Personal or "non - District" purchases are prohibited. The District does not assume responsibility for non - District purchases. The Cardholder shall be liable to the District for any non - District purchase.
8. The Cardholder shall immediately notify US Bank at 1-800-227-6736 upon discovering the Purchasing Card lost, stolen, or in the possession of an unauthorized person. A written follow-up, including pertinent information on the cause of the Card loss or use by an unauthorized person, shall be forwarded to the Vice Chancellor, Business Services, within two (2) working days. Provided the Cardholder notifies the Vice Chancellor of unauthorized charges within two (2) working days of the receipt of the monthly statement, the Cardholder shall have no personal liability.
9. Every Cardholder shall take reasonable precautions with the District Purchasing Card. These include,

but are not limited to, the following:

- a. Keep the Card in view after you give it to a clerk. Get it back promptly after it has been "swiped".
- b. Avoid signing a blank receipt. Draw a line through blank spaces above the total when you sign.
- c. Destroy all copies and voided (when a mistake is made) receipts. If the clerk has to keep a voided receipt for the company's accounting system, be sure to get a copy.
- d. **Always obtain a receipt and save all receipts.** Upon receiving your monthly statement, check your receipts and payments against the statement. Keep them on file in your Department.
- e. Immediately report in writing any questionable charges to the Vice Chancellor, Business Services.
- f. Never lend your Card to anyone.
- g. Never leave your Card, receipts or copies where anyone can pick them up.
- h. Never put a card number on a post card or on the outside of an envelope.
- i. Never give your card number over the phone or Internet unless you are dealing with a company with which you are familiar.

10. Payments for charges made against the credit card shall be processed as follows:

- a. Upon receipt of the monthly statement the Cardholder will compare his/her receipts and payments against the statement.
- b. The Cardholder will write the account to be charged on the statement by the line item purchase record.
- c. Each receipt will have a detailed description of the items purchased.
- d. Upon confirming that all charges are appropriate, the Cardholder will sign and date the statement and forward the reconciled package to the next Approver for review and a second level approval signature. This must be done within three (3) days of receipt of the statement.
- e. The second-level Approver forwards the reconciled and approved package it to Accounts Payable. This must be done within five (5) days of receipt of the statement.
- f. Accounts Payable will review the reconciled statement for the Cardholder's authorizations and appropriateness of the charges before making payment.

11. All charges on the statement, including transaction fees, will be applied to the appropriate account.

12. In the event of separation from the District, the Cardholder shall be required to surrender the Card to the Vice Chancellor, Business Services prior to release of the Cardholder's pay warrant.

The undersigned hereby agrees to abide by this agreement and the complete District Purchasing Card Policies and Procedures, upon acceptance of a Purchasing Card and agrees that revocation of this authorization will have no effect on obligations outstanding as of the date of revocation.

\_\_\_\_\_ Date: \_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Program Administrator  
Marie Hampton  
Manager, Purchasing & Warehouse Services