



Top 10 Employee Responsibilities for Procurement Card Use

1. The Procurement Card (P-Card) may not be transferred, assigned to, or used by anyone other than the designated cardholder.
2. The cardholder will report a lost or stolen P-Card immediately to the Bank of America first and then to the P-Card Administrator.
3. Cardholder shall be responsible to determine sufficient funding exists in a funded budget before making a purchase.
4. Sales tax should not be charged on P-Card purchases and corrected immediately with vendor if charged.
5. P-Card purchases are limited to \$1,000 per transaction. Like or similar purchases over \$1,000 shall not be artificially separated.
6. Travel expenses *for an individual* (gas stations, lodging, restaurants, airline tickets, etc.) are not allowable charges on the P-Card unless pre-approved by the Director of Purchasing.
7. Cardholder shall not purchase prohibited or restricted items (ie. alcohol, holiday cards, gift cards, etc) as outlined in the P-Card policies.
8. Personal usage of the P-Card is prohibited and any unintentional charges shall be immediately reported to the P-Card Administrator.
9. The cardholder to sign off on each transaction within TWO business days of email notification from the PeopleSoft Financial system.
10. All shipments should be shipped through Southeastern Receiving Station.