Memo

To: All procurement card holders and Administrators
From: Ann Kokx-Templet, Director of Contracts and Purchasing Services
Re: Use of Pcard by others
Date: January 5, 2011

The procurement card (Pcard) guidelines stipulate that one’s Pcard should not be shared with any other individual, either within or outside the institution. This precaution was implemented to protect the security of the card and integrity of the program against theft and fraud.

However, in some instances, a faculty or staff member, who does not have a Pcard issued in their name, may need to utilize another person’s Pcard to pay for travel or conference registration purposes. For this infrequent type of situation, the attached acknowledgement document has been drafted to protect the individual cardholder and to inform the borrowing party of the responsibilities associated with use of the Pcard. The sharing of one’s card should be strictly limited to expenditures in which a purchase order is not accepted, such as out of town travel, hotel reservations, etc. If an individual frequently needs to utilize someone else’s card, it is recommended that the individual request and obtain a Pcard issued in their own name.

It is the cardholder’s responsibility to obtain a signed authorization each time your card is utilized by another employee. The signed authorization must be attached to the corresponding expense report on which the charges are posted. Blanket authorizations will not be accepted. If an authorization form is not obtained and charges are incurred that violate the Pcard guidelines, the resulting non-compliance notice will be issued in the name of the cardholder.
Acknowledgement of Pcard Use

I understand that if I incur personal or excessive charges while utilizing this San Jacinto College Purchasing card (Pcard) I must pay for all such charges when incurred and at no time shall any personal or excessive charges be charged against the college-issued Pcard. I understand that personal charges will includes, but are not limited to, such items as entertainment, in-room movies, alcohol, fees for exercise/spa access, expenses incurred by family members, etc. I understand that it is my responsibility to review all bills, invoices and receipts at the time of purchase to ensure that no personal or excessive charges are charged to the Pcard.

I understand if I incur any personal or excessive charges against a Pcard, I am responsible for and must make reimbursement in full to the college business office immediately upon return to the College. (Documentation of the reimbursement must be attached to this acknowledgement.)

I understand if I violate any of the guidelines associated with the Pcard program, including but not limited to personal or excessive charges, even if such charges are reimbursed; I will personally be subject to disciplinary action in accordance with the Pcard program which includes notification to management; up to and including, possible termination.

I have read and understand the above guidelines.

Borrowing Party

________________________________________________________________________

Signature

__________________________
Printed name

__________________________
Date

Approving Authority of Borrowing Party

________________________________________________________________________

Signature

__________________________
Printed name

__________________________
Date

__________________________
Estimated amount of charge

Description of card use (conference registration, travel, lodging, etc.)

__________________________
Date(s) of use

__________________________
Cardholder’s name

*This waiver must be submitted with the expense report for corresponding charges