

ACKNOWLEDGEMENT AND AGREEMENT

REGARDING THE PROCUREMENT CARD MANUAL AND DISCIPLINARY ACTION REGARDING MISUSE OF CARD

This is to acknowledge receipt of Savannah State University's revised Procurement Card Manual. I understand that as a Procurement Cardholder, I act as a Purchasing Agent within the University System of Georgia; therefore, I must adhere to all policy and procedures governing the State of Georgia Purchasing. Any violation to State and/or Board of Regents laws/policies will result in the following:

If State Sales Tax is billed to my account, I must immediately contact the vendor for a full refund and obtain documentation for such. All Sales Tax not refunded by the vendor, I acknowledge, I will personally reimburse by payroll deduction or check made payable to Savannah State University for all Sales Tax not refunded by vendors within 30 days of the Statement Date.

If after submitting the monthly reconciliation, an unauthorized purchase was discovered in the auditing process. A memo addressing the circumstances of this purchase and/or reimbursement for the purchase must be sent to Procurement Office within five (5) business days of receipt of notification. Checks are to be made payable to Savannah State University with a note in the Memo section of the check "P-card reimbursement."

If I submit the statement reconciliation to the Procurement Office after the reporting due date I will receive a written warning. After amassing three (3) written warnings my p-card will be revoked.

Statements and associated receipts are due in Procurement no later than 5pm on the 15th day of the subsequent month in which the statement period ends unless it falls on the weekend, in which case the next business day will be the due date.

I understand and agree that to the extent I do not use the policies and procedures outlined in the Procurement Card Manual and stated briefly above; Savannah State University shall have the right to hold me personally responsible and liable for my negligence in accordance with said policy.

Employee's signature

Employee's Name (printed)

Date

SAVANNAH STATE UNIVERSITY
A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA
SAVANNAH, GEORGIA 31404
PURCHASING CARD AGREEMENT

**AGREEMENT TO ACCEPT SAVANNAH STATE UNIVERSITY
PURCHASING CARD**

Savannah State University is pleased to offer you the Bank of America Purchasing Card. It represents Savannah State University's trust in you and your empowerment as a responsible agent to safeguard Savannah State University's assets.

I _____ hereby acknowledge receipt of the Savannah State University Purchasing Card Program Policies and Procedures and confirm that I have read and understand its terms. As a Cardholder, I agree to comply with said document.

I understand the Purchasing Card is only for approved purchases through established procedures and not for personal purchases. I understand Savannah State University will audit the use of the card and report any discrepancies.

I further understand that improper use of the card will result in a Corporate Security investigation, which may lead to disciplinary action, up to and including prosecution and termination of employment. Should I fail to use the card properly, I authorize Savannah State University to deduct such amount from my salary equal to the total amount of unaccountable expenditures. I also agree to allow Savannah State University to collect any amounts owed by me even if I am no longer employed by Savannah State University.

In the event that the Purchasing Card is not used as herein stated, I hereby authorize Savannah State University to release my last known address and any information relating to my use of the card to Bank of America.

I understand that Savannah State University may terminate my right to use the card at any time for any reasons. I also agree to return the card to Savannah State University immediately upon request or upon termination of employment.

CARDHOLDER

Printed Name _____

Signature _____

Date _____

SAVANNAH STATE UNIVERSITY
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PURCHASING CARD PROGRAM
BUDGET UNIT HEAD RESPONSIBILITIES

The Budget Unit Head is directly responsible for overseeing the Purchasing Card activity of the Cardholder. The Budget Unit Head must:

1. Ensure the Purchasing Card is used f/ legitimate business purposes only.
2. Periodically review log and verify validity and receipt of items ordered.
3. Receive and review Cardholder statement and corresponding receipts.
4. Review Account Summary against Purchasing Log, approve, and transmit to Program Coordinator.
5. Inform Program Coordinator if a Cardholder transfers to a different department.
6. Inform Program Coordinator of a Cardholder blocking code or credit limit profile change.
7. Inform Program Coordinator if Cardholder terminates employment.
8. Inform Program Coordinator if Cardholder violates policies and procedures as documented in this manual which will also subject Cardholder to disciplinary action.
9. Reclaim Purchasing Card from Cardholder who has been transferred, no longer need the card, or has been terminated, and return to program Coordinator for destruction.

I have read and understand the above and hereby agree to its terms:

Budget Unit Head:

Print Name

Signature

Date

SAVANNAH STATE UNIVERSITY
Purchasing Card Program
Application Form

Date _____

Department _____

Budget Unit Head _____

Email Address _____

Post Office Box # _____ Telephone# _____

Account Numbers _____

Designated cardholder _____

(Print-This is how the name will show on the card)

Email Address _____

Post Office Box # _____ Telephone # _____

Approve:
Budget Unit Head _____

Division Dean/Director _____

Unit Vice-President _____

Director, Budget & Financial Analysis _____

Program Coordinator Use Only:

Date Processed _____ **Date Card Received** _____

Card number _____ **Expiration Date** _____

Card Issued To _____ **Date** _____