

# MONTGOMERY COLLEGE PURCHASING CARD

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## Agreement to Accept the



## Visa® Purchasing Card

*The M&T Bank Visa® Purchasing Card represents Montgomery College's trust in you. You are empowered as a responsible agent to safeguard Montgomery College assets. Your signature below is verification that you have read the P-Card User's Guide and agree to comply with it as well as the following responsibilities.*

1. I understand the purchasing card is for Montgomery College-approved purchases only, and I agree that, under no circumstances, will I use the Montgomery College purchasing card to make personal or non-work related purchases for myself or others.
2. If the card is lost or stolen, I will immediately notify M&T Bank by telephone (800-443-8671) AND will confirm the telephone call by email to the Program Coordinator, Judi Sherman (judi.sherman@montgomerycollege.edu).
3. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
4. The purchasing card is issued in my name. I will not allow any other person to use the card. I am responsible for any and all charges against the card.
5. I will avoid "conflict of interest" situations and understand that, in accordance with the Board of Trustees Policy and Procedures, and the National Institute of Government Purchasing Code of Ethics, I will not accept gifts or favors from vendors.
6. As the card is Montgomery College property, I understand that I may be periodically required to comply with internal control procedures designed to protect Montgomery College assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts, statements, and occasionally products purchased, as requested in order to comply with audit requirements.
7. I understand that pre-approval is required by an account manager for **all** transactions on the Purchasing Card and that I must follow purchasing procedures in place in my department. The method of pre-approval is up to the discretion of the departmental account manager; however, it is required prior to the actual purchase transaction.
8. I am aware that purchasing card transactions are NOT encumbered in Banner. I am responsible to assure that the budgetary funds are available prior to using the card and that it is critical to keep tabs on spending levels. Cardholder spending over the set budget limits will be the responsibility of the department.
9. I will receive a Monthly Reconciliation Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
10. The charges made against my card are automatically assigned by default to the budget account assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change, but will affect future charges.
11. I understand the M&T Bank Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the College. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

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12. I agree that I will not request or receive cash from suppliers as a result of exchanges, returns, or rebates.
13. I understand that, in addition to the policy and procedures in the P-Card User's Guide, the following types of purchase transactions are NOT allowed on the Montgomery College Purchasing Card:
  - a. Travel and/or expense related transactions (to include but not limited to purchase of transportation; such as, Metro fare cards, bus tickets, airport transportation, vehicle rentals; hotels; or meals at restaurants)
  - b. Service related transactions (to include but not limited to the delivery of water for departmental water cooler, repairs of any kind, installations of any type, or delivery of food items)
  - c. Gift cards from ANY vendor
14. I understand that I am bound by Montgomery College Board of Trustees Policy and Procedures which specifies that any single purchase between \$2,500 and \$10,000 requires three quotes or a sole source justification. In accordance with stated policy, as a Purchasing Cardholder, I understand that I may not compound purchases to avoid adherence to this stipulation.
15. Improper use of this card can be considered misappropriation of Montgomery College funds. This may result in disciplinary action, up to and including termination of employment.
16. I have read the above instructions and I understand the conditions of this agreement.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Primary Account Manager's Printed Name

\_\_\_\_\_  
*Primary Account Manager's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Approving Account Manager's Printed Name

\_\_\_\_\_  
*Approving Account Manager's Signature*

\_\_\_\_\_  
*Date*