Purchasing Card Agreement

Seattle Pacific University is pleased to present you with this Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect the University’s assets.

I acknowledge:

1. The purchasing card is a privilege for employees who need to purchase items for a business purpose on a regular basis.
2. The cardholder is responsible for collecting and obtaining receipts for every purchase regardless of whether it is made online, point of sale, or over the phone.
3. The cardholder is responsible for providing account coding for the expenses each month after receiving their statement and this reclassification should be sent to the Payments Department within 30 days. If the reclassification is not received within 60 days of the statement date, the transactions become taxable with the taxes withheld from the next payroll processing cycle. This is to comply with the IRS guidelines for an accountable plan.
4. I am not to use the purchasing card in place of other established systems on campus, such as those established for letterhead and business card orders, printing, and mailing services.
5. **The card is not to be used for personal purchases, cash advances or cash refunds.**
6. The IRS requires a valid business purpose for each business expense. The business purpose must have more details than simply “a business meeting”. Documentation requires date, place, purpose, attendees, and amount.
7. The purchasing card is not to be used for professional services; i.e. legal services, graphic designers, photographers, auto mechanics, or consultants or for any expenses or services that are contract related; all contracts must be pre-approved by the Office of Planning and Administration before any payments can be made.
8. The University is not exempt from sales tax and the Payments Department will assess the proper sales taxes, when necessary, related to my purchases. All tangible purchases and some electronic and digital expenses are taxable.
9. I must treat my purchasing card as I would my personal card; see it frequently and report it immediately if lost or stolen. (If not reported immediately and there are fraudulent charges the bank will expect an explanation as to why it was not immediately reported.
10. The card has a single purchase limit of $2,000 and a monthly limit of $5,000 unless otherwise stated. This is to follow the Universities purchasing policies. It is not acceptable to split single purchases into two or more transactions.
11. I understand that improper use of this card may result in disciplinary action, up to and including termination of employment. SPU may deduct from my salary, the total amount of any discrepancy and may elect to do so even if I am no longer an employee.
12. I understand Seattle Pacific University may terminate my right to use this card for any reason. I agree to return the card to Seattle Pacific University immediately upon request or upon termination of employment.

By signing this agreement I agree to said terms and conditions of Seattle Pacific University’s Purchasing Card Program

Signature: ________________________________ Date: __________________________