

EMPLOYEE PURCHASING CARD USAGE GUIDELINES

Your participation in the Purchasing Card Program is a convenience that carries responsibilities for its use. Although the card is **issued in your name**, it should be considered Commonwealth property and should be used with good judgment in accordance with its applicable activity limits.

1. The purchasing card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time by the issuing bank or the Commonwealth based on change of assignment or location or for any reason. The card is not an entitlement nor reflective of title or position.
2. The card is for business-related purchases only; personal charges are not to be made to the card.
3. You are the **only person authorized to use the card** and are responsible for ensuring that all purchases with the card are for Commonwealth use. No cards will be shared or assigned to anyone other than a specific individual unless a waiver is granted by Bureau of Financial Management (BFM) and/or General Services, Bureau of Procurement (BOP).
4. Improper use of the card can be considered misappropriation of Commonwealth funds which may result in disciplinary action, up to and including termination.
5. All charges are billed directly to and paid directly by the Commonwealth. Any personal charges on the card could be considered theft of services since the cardholder cannot pay the bank directly.
6. Cardholders are expected to comply with internal control procedures in order to protect Commonwealth assets. This includes keeping receipts, reconciling purchasing card monthly memo statements, and following proper card security measures.
7. Actual cardholders are responsible for reconciling their purchasing card monthly memo statement and resolving any discrepancies by first contacting the supplier. If contact with the supplier does not resolve the issue, cardholders should file a dispute with the issuing bank via their online service and notify their Agency Coordinator.
8. Each account is assigned a cost accounting code by management and purchases may be automatically charged to that code. The code can only be changed by management approval. If changed, a new accounting code does not affect past charges, only future charges.
9. A lost or stolen card should be reported immediately by telephone to the issuing bank.
10. A cardholder must surrender the card upon termination of employment (i.e., retirement or voluntary/involuntary termination) or at any time either the Commonwealth or the issuing bank requests. At this point, no further use of the account is authorized.

I hereby certify that I have read the above Guidelines and will abide by them. I also certify that I have read the MD 310.23, Agency Purchasing Card Manual and completed the DGS BOP WBT-Purchasing Card (P-card) Training and any required Agency P-Card training.

Cardholder Signature _____
Printed Name _____
Date _____
Approving Supervisor _____
Printed Name _____
Date _____