

VISA Procurement Card Application & Agreement

Name: _____ Department: _____

Employee # : _____ Phone#: _____

P-Card #: _____ Account Distribution: _____

Budget Authority Signature/Name: _____

For Procurement - the Purchasing Card is:

- A convenient replacement for the Department Purchase Order (DPO).
- Designed to expedite supplier payment within 48 hours.
- For official college business, and may NOT be used for personal purchases.
- Issued only to the individual named on the card, and shall NOT be used by a third party.
- Accepted by LCC Bookstore.
- NOT for cash advances or ATM use.
- NOT a replacement for price quotes or the bidding processes.
- Limited per department based on nature of business

Applying a Purchasing Card

- **Fill up the application form ([P card application form](#)) take signature and submit to College of Finance (Purchasing Card Holder)**
- Pcard application need to be approved by Budget Manager and Financial Controller
- Upon confirmation from college Finance, applicant can collect the card by showing employee ID and signed receipt

To activate a new purchasing card, the cardholder must:

- Sign the purchasing card agreement provided by the card coordinator.
- Sign the back of the purchasing card.
- Personally activate the card using the U.S. Bancorp procedures as indicated on the card.
- The purchasing card is automatically reissued in the approved cardholder's name when the current card expires.

By signing the agreement & purchasing card, you agree to accept and adhere to these terms and conditions. Please read them carefully.

Purchasing Cardholder Guidelines and Responsibilities

- Card use is subject to **maximum** amount of a single transaction limit of \$4,999.99 and a monthly spending limit of \$8,000.
- The spending period ends on the 23rd of each month.
- Purchases may not be split to bypass these restrictions. (No Fragment)
- All purchases are to follow Lane's purchasing guidelines and not to be used to modify or pay any regular purchase order, blanket purchase order or department purchase order.

Card Transactions

Declined Sales Transaction?

- Contact the purchasing card coordinator. See the Lost or Stolen Card section

Disputed Charge?

- It is the card holder's responsibility to resolve any discrepancies on the card or fraud charges Contact the supplier or Bank accordingly
- If the dispute is not resolved, contact the purchasing card coordinator to obtain the necessary dispute form.
- Disputes must be filed in writing with U.S. Bank within 60 days of the original transaction.

Merchandise Returns or Credits?

- All returns processed on a P-Card sale should be processed as credits against the account.

Documentation / Monthly Reconciliation

- Original detailed sales receipts, packing lists, or receiving documents from vendors itemizing purchases must be reconciled to the monthly report. The receipt must include vendor's name, amount date, and **itemized description of item(s) purchased**. This package is then forwarded to department budget administrator for review and approval.
- Department sends reconciliation package to purchasing card coordinator within 10 working days of reconciliation report date.
- Failure to provide detailed reconciliation and documentation by the specified due date may result in suspension or cancellation of your card.

Canceling a Card

- A card may be canceled at any time by the cardholder or the department, and must be canceled if the cardholder is no longer employed in the issuing department.
- To cancel a card, cut the card up and return it to the purchasing card coordinator in College Finance.

Lost or Stolen Card

If a card is lost or stolen, immediately call and report to:

- U.S. Bank at (800) 344-5696 (24 hours a day), then confirm the call by mail or fax with a copy of notification to Lane's P-Card program administrator.
- Lane's P-Card coordinator at (541) 463-5600 or the Lane program administrator at 541-463-5613, in College Finance.
- If stolen from a Lane facility, also call Public Safety at (541) 463-5558.

Restricted Commodities

Certain categories of products and services are NOT allowed and cannot be purchased with a

purchasing card. Commonplace examples of restrictions include:

- Biological compounds, injections, bacteria, cultures, or chemicals
- equipment (greater than \$1000)
- Cash advances
- Controlled substances, including alcohol, narcotics, drugs, and ethyl alcohol.
- Construction activities, other than minor repairs
- Favors (including but not limited to flowers, fruit, cards) for personal presentation.
- Guns, weapons, or explosives
- Hazardous materials
- Insurance of any kind
- Leases of equipment or floor space
- Personal charges
- Rental or lease of building
- Radioactive materials
- Telephone & telephone equipment and services
- Temporary services and/or temporary employees
- Vehicles
- Vending equipment and supplies
- Personal travel related expense
- Utilities Payment (check with Purchasing Services for detail)
- Other Computer software/hardware/iPad/Networking and IT related equipment
- Gift Cards

I understand that the US. 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.

I have read, understand, and agree to fulfill the terms of this VISA Purchasing Card agreement and any subsequent amendments or addendums.

I understand that Improper use or misuse of a college P-Card will result in suspension or revocation of the card, and may result in restitution to the college, disciplinary action against the cardholder, up to and including termination of employment and criminal action.

By reviewing this form and purchasing card, I agree to accept and adhere to these terms and conditions.

Signature: _____

Date: _____

Original: College

Copy: Employee

Copy: Employee