



# Washington University in St. Louis

## Procurement Card Program Cardholder Letter of Agreement

(Last Updated on 11/1/09)

I have received and reviewed a copy of the Procurement Card Program Guide. I understand that, as a cardholder, it is my responsibility to do the following:

1. Obtain acceptable supporting documentation at the point of sale, regardless of the amount, and forward it to my Reviewer/Approver. Acceptable documentation is defined as an original document from the vendor that contains the price. If documentation is not available, I will obtain a copy of the transaction detail from PaymentNet and my approver and I will sign it.
2. Document social and entertainment expenses in accordance with University policy and IRS regulations, which require that I provide the date and place of event, specific purpose of the event or reason for expenditure, and names and titles of people in attendance and their relationship to the University. For groups larger than 12, the number of attendees and makeup of the group are acceptable. Entertainment and social expenses greater than \$50 require a dean, vice chancellor or authorized designee approval. **\*\*Employees may use their Procurement Card to pay for social and entertainment expenses while traveling out of town and for catered events. Local social and entertainment purchases are not allowed on the Procurement Card.**
3. Record all travel expenses on a travel expense statement, including trip expenses put on the Procurement Card. As a best practice, the supplemental procurement card expense form should be used to detail Procurement Card activity.
4. Ensure that Missouri sales taxes are not included in the transaction. The University's tax ID number will be printed on my ProCard. This number should be brought to the vendor's attention at the time of the purchase. If sales tax cannot be avoided, I will note it on my receipt so that my Reviewer can code it to the sales tax budget object code.
5. If an asset is purchased, I must provide my Reviewer/Approver with information about the make, model, serial number, custodial department, and Principal Investigator.
6. Use the correct billing address and billing phone number when making Internet purchases. My billing address is the campus box, address, and phone number that I indicated on my Security Access Form.
7. Attempt to resolve disputes directly with the vendor. If I am unable to reach resolution with the vendor, an electronic dispute form should be completed in PaymentNet.
8. I am the only person authorized to use my ProCard. My card cannot be used for personal expenses and all of my transactions are subject to review by Financial Services, Resource Management and Internal Audit.
9. I am responsible for taking steps to safeguard my card against theft or loss. As a best practice, I understand I should log into the PaymentNet system regularly to ensure transactions are valid. If my card is lost or stolen, I must notify JPMorgan Chase immediately. JPMorgan Chase will ask for the last 4-digits of my SSN, but I should provide the last 4-digits of my employee ID instead.
10. I understand that failure to comply with Procurement Card Program policies and procedures or improper use of the card could result in disciplinary action being taken against me, including but not limited to, card revocation, termination of my employment with the University and/or criminal charges being filed with state and local authorities. I agree to surrender my procurement card to the University's Procurement Card Administrator or my immediate supervisor upon their demand, or, upon the end of my employment with the University.
11. I have received a copy of the most recent list of Unallowable Purchases and Practices. I understand that this list may be updated periodically and that I will receive notification of changes via email. The most recent list of unallowable purchases and practices is available at the University Card Programs link located on [cashandcredit.wustl.edu](http://cashandcredit.wustl.edu).

I have addressed and resolved any policy questions or concerns I have to the Procurement Card Administrator prior to signing this form.

\_\_\_\_\_  
**EMPL ID**

\_\_\_\_\_  
**Print Cardholders Last Name**

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date