



South Puget Sound COMMUNITY COLLEGE

Purchase Card Program

CARD CUSTODIAN PARTICIPATION AGREEMENT

Complete form and return to the *Agency Program Administrator*

Card Custodian_____

Department_____ Extension_____

Approving Official_____

I hereby acknowledge receipt of the purchase card issued by the college's purchase card-issuing bank, and that I agree to comply with the Purchase Card Program policies and procedures.

I will only use the purchase card, or check the card out to staff, after receiving purchase approval from the *Approving Official*. I further agree to only use, or check the card out to staff, for authorized college purchases and that I will not use the card for personal purchases. **I understand the following are examples of items that may not be purchased with the credit card. If I have any questions about allowable purchases I will contact the Purchasing Office.**

- Items for personal use
- Gifts
- Meals and taxis while on travel status
- Cash advances
- Audio/visual equipment
- PC's, laptops and notebook computers, tablets, and smart phones
- Equipment over \$1000.00 on small and attractive assets list (see page 2)
- Any Furnishings and Equipment over \$5000.00
- Air conditioners/ heaters
- Items that attach to buildings (e.g. window treatments, signs)
- Performance Agreements
- Payments for Contracts
- Speaker fees/ honorarium
- Maintenance agreements
- Insurance
- Splitting purchases to circumvent the per transaction limit

Purchases of computer hardware/software and related equipment must be pre-approved by the IT department.

Purchases of furnishings and equipment must be pre-approved by the Facilities Department.

As holder of this credit card, I agree to accept the responsibility for the protection and proper use of the card as stated in the Purchase Card Program Policies and Procedures. If the card is lost or stolen, I will immediately report such occurrence to my supervisor, the college *Purchasing Manager*, and to purchase card issuing bank. Upon receipt of the monthly bank statement, I will verify the accuracy of the charges and forward the statement along with supporting itemized receipts to the *Approving Official* for final review and signature.

I further understand that my card privileges may be revoked for improper use of the card or non-adherence to the Purchase Card Program policies and procedures. Should I terminate employment with the college, or change departments, I will return the card to the *Purchasing Manager*.

Card Custodian Signature_____ Date_____

Approving Official Signature_____ Date_____

SMALL AND ATTRACTIVE ASSET LIST

Assets to be tracked as Small and Attractive items

These items cannot be purchased with the purchase card. They need to be purchased through the Purchasing Office so they can be tagged and inventoried.

<i>ITEMS</i>
<i>Items at any cost</i>
Weapons, Firearms, Signal Guns, and Accessories
<i>\$300 and above per item (this includes shipping, taxes, installation and warranties if applicable).</i>
Desktop Computers (PCs), Laptops, Notebook Computers
Tablets and Smart Phones
<i>\$1000 and above per item (this includes shipping, taxes, installation and warranties if applicable).</i>
Optical Devices, Binoculars, Telescopes, Infrared Viewers, and Rangefinders
Cameras and Photographic Projection Equipment
Television Sets, DVD Players, Blu-Ray Players, and Video Cameras (home type)