

CARDHOLDER ACKNOWLEDGMENT AND RESPONSIBILITIES

US BANK CREDIT CARD – Cal Poly ProCard

I hereby acknowledge receipt of the CSU (University) Procurement Card (ProCard). I am responsible for the security of the card, and for the appropriate use of this card for department purchases. I have attended the mandatory training session and understand the guidelines for using the ProCard. I understand and agree to the following:

1. I will abide by the University's ProCard Policy.
2. I will abide by the University's Hospitality Policy.
3. I will review, reconcile and sign the monthly credit card statement in PeopleSoft Financials. I will forward the signed statement to my approving official to review and sign.
4. The statement, along with all receipts and any waivers will be submitted to Payment Services by the date specified each month by Strategic Business Services.
5. All charges must be in accordance with the ProCard Policy Manual and the US Bank guidelines.
6. I will not circumvent the \$2500.00 single purchase limit.
7. I am responsible for keeping all original itemized receipts.
8. I am responsible for disputing any unauthorized charges with US Bank.
9. Upon separation from the University, I will contact Strategic Business Services to make arrangements to cancel and shred the card.
10. I understand that the card may not be used for personal purchases. If this does happen I will pay back the charge to the University Cashier. The receipt with a letter of explanation will be included with my monthly statement.

Cardholder's Printed Name

Cardholder's Signature

Department Name

Date