

**SIMPSON COLLEGE
PROCUREMENT CARD AGREEMENT**

Your participation in the Simpson College Procurement Card Program with Wells Fargo is a convenience and privilege that carries inherent responsibilities. Although the procurement card will be issued in your name, it is Simpson College property and should be used with good judgment. Your signature below verifies that you understand the Procurement Card guidelines outlined below and agree to comply with them.

1. Procurement cards are provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for business-related purchases only; personal use of the card is strictly prohibited.
3. You are responsible for all charges made against your card.
4. Improper use of the card is considered misappropriation of Simpson College funds which may result in termination of card privileges or lead to additional disciplinary action including possible termination of employment.
5. All charges are billed directly to and paid directly by Simpson College. Any personal charges on the card could be considered misappropriation of Simpson College funds since the cardholder cannot pay Wells Fargo directly.
6. Cardholders are expected to comply with internal control procedures in order to protect Simpson College assets. This includes keeping receipts, reconciling monthly charges in a timely manner, and following proper card security measures. Also, cardholders are responsible for resolving any discrepancies in their charges by contacting the appropriate vendor or Wells Fargo.
7. Lost, stolen or misplaced cards or fraudulent use of a card should be reported immediately by notifying Wells Fargo as well as Procurement Services.
8. A cardholder must surrender his/her card upon termination of employment or when he/she assumes duties that do not require use of a card.

Instructions for completing this agreement:

The department head shall assign the transaction limit and the monthly credit limit. The cardholder shall obtain the departmental supplies account number, which will be used as a default number. Also, the cardholder shall complete this agreement, sign it and get the appropriate signatures of his/her supervisor and cabinet officer. The completed/signed form must be submitted to the Program Administrator, who will order the card. The cardholder will be notified when the card arrives; it will be distributed at a brief training session.

Transaction Limit	Monthly Credit Limit	Cardholder Printed Name
		Cardholder Signature
		Date
	Cabinet Officer Approval	Date
		Department Head Approval
		Date
Dept'l. Acct. Number Assigned	e-mail address _____	@simpson.edu
	Campus phone extension: _____	

For Procurement Office use: Approved Spending Strategies:

Date Ordered _____ Date canceled _____