

## CARDHOLDER ACKNOWLEDGEMENTS

**By my signature below, I hereby acknowledge:**

1. I have received a copy of the College's Procurement Card Handbook.
2. I have received training on the use of the P-Card and will attend all future periodic trainings for as long as I hold an active P-Card. I understand that Guidelines include, but are not limited to:
  - Prohibition of the following types of transactions: alcohol purchases, travel related expenses (airline, car rental, lodging), personal purchases, cash advances, auto related products and services.
  - Colorado state taxes will not be charged on the P-Card. Purchases made in another state are not exempt from their state and local taxes.
  - Split purchases are prohibited.
  - P-Card is to be used only by the Cardholder.
  - Monthly certifications must be signed and statements verified by both the Cardholder and the Approving Authority and turned into the Program Administrator for reconciling against the master statement.
3. I will maintain a complete P-Card file of all required documentation as detailed on the attached P-Card Checklist, and will surrender the complete file as requested by the Purchasing office for audit purposes.
4. I will make reallocations of my transactions in the Banner system within five (5) business days of receipt of email notification of the transaction.
5. I understand that the College employs a three (3) strike method for internal College process infractions as detailed in the Handbook and in training. **My P-Card is subject to revocation on the third infraction or at any other time as determined by the Controller or Chief Financial Officer.**

**Cardholder:** \_\_\_\_\_  
Print Name Signature Date

**Program Administrator:** \_\_\_\_\_  
Print Name Signature Date