



**St. Norbert College
Purchasing Card (P-Card) Agreement Form**

Employees with a demonstrated business need may be eligible to receive a College issued p-card. Please check one or more of the following p-card issuance criteria:

- Employee is engaged in frequent business related travel
- Employee is engaged in frequent off-campus business
- Employee makes frequent purchases of low-dollar value items

P-cards may not be used for cash advances (ATM machines), non-business (personal) goods or services or capitalizable items. If a card is lost or stolen, the cardholder must immediately call the card issuer at 1-800-316-6056 and the Finance Department at 920-403-3961. Upon termination of employment, p-cards must be returned to the Finance Department. Misuse of p-cards or other failure to adhere to p-card policies may result in card revocation and/or appropriate disciplinary measures. Unauthorized purchases may be construed as theft of College funds.

It is the cardholder's responsibility to obtain original receipts from the merchant or supplier each time the card is used. Individuals will receive copies of monthly charge statements and must submit a MasterCard Payment Approval form to the Finance Department including appropriate receipts, approvals and coding information by the 15th of each month.

P-card accounts are subject to periodic internal control reviews and audits designed to protect the interests of St. Norbert College. By accepting the p-card, the cardholder agrees to comply with these reviews and audits. The cardholder may be asked to produce the card to validate its existence and produce statements and receipts to verify appropriate use.

I have read and agree to the above terms and conditions:

× _____ Date
P-card Applicant

Main organization code associated with expected P-card usage:
(6 digit SNC org code)

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Credit Limit Information

_____ A temporary increase in the credit limit can be
Requested Monthly arranged, where appropriate, by contacting the
Credit Limit Finance Department (920-403-3961)

Approvals

_____ Date
Supervisory Approval

_____ Date
Vice President Approval (VP with oversight over
applicant)

Please forward completed form to the Finance Department.