

Cardholder Responsibilities

The Cardholder must:

- Ensure the purchasing card is used for legitimate business purposes only.
- Maintain the purchasing card in a secure location at all times.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed \$1999.00.
- Maintain a purchasing log (obtained at the Purchasing Office Web site) listing each transaction per month.
- Obtain receipts for ALL transactions and attach them to the purchasing log.
- Reconcile the monthly statement with the purchasing log each month and attach receipts.
- Forward the approved purchasing log to Accounts Payable within three (3) working days after you receive the purchasing card statement.
- Attempt to resolve billing disputes directly with the supplier.
- If unable to resolve a dispute, it is the cardholder's responsibility to forward to purchasing a "Cardholder Statement of Disputed Item" form so that the program administrator can pursue the disputed item with the Bank of America.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent cardholder statement.
- Never accept cash in lieu of a credit to the Purchasing Card account.
- Notify the Bank of America and the Program Administrator of a lost or stolen Purchasing Card immediately.
- Return the Purchasing Card to Program Administrator upon terminating employment with Austin Peay.
- Report erroneous declines and fraudulent charges to the Purchasing Office at 7022.
- Ultimately, cardholders are responsible for all charges incurred on their card.

Restricted Purchases include the following:

- ◆ Sales tax
- ◆ Hotels and motels (with exceptions)
- ◆ Cash
- ◆ Entertainment expenses
- ◆ Using PayPal
- ◆ Memberships and Subscriptions
- ◆ Tax payments, fines, court costs or any other personal items
- ◆ Maintenance or service agreements –requiring a contract
- ◆ Controlled substances including radioactive materials and drugs
- ◆ Banking services
- ◆ Airlines
- ◆ Guest meals
- ◆ Fuel

The purchasing card is **NOT** to be used for any travel expenses. All travel must be paid by the individual and filed on the appropriate travel claim form.