

## Employee Responsibilities

Eligible employees are authorized to make purchases and pay for such purchases using the University's Corporate Card as provided in APSU policies and the Procurement Services Manual.

Purchases may be made consistent with your organizational responsibilities, including any grant restrictions, to conduct legitimate University business. All purchases are subject to Card monetary limits as established by the appropriate approving authority and/or provisions of the Procurement Service Manual.

By accepting the card, each cardholder, to the following responsibilities:

1. I am responsible for the safeguarding and security of my Card.
2. Any charges incurred, including sales tax, which are expressly prohibited by any policy and procedures will be my personal responsibility.
3. The Card is not to be used for personal purchases, and any such charge shall be reimbursed by the employee; APSU has the right to cancel my Card at any time.
4. In the event I use the Card in a fraudulent manner, the University may take appropriate disciplinary action, up to and including termination of my employment.
5. Adhere to the purchase limits and restrictions of the Corporate Card and ensure the total transaction amount of any single transaction does not exceed \$4,999.99.
6. The Card is for the cardholder only and never to be shared.
7. Reconcile the monthly statement with the Bank System. Have transactions electronically approved by the appropriate designated approver.
8. Obtain receipts for ALL transactions and attach in the Bank system. If a receipt is lost, then cardholder must complete the Lost/Receipt/Invoice Affidavit and obtain necessary signatures. The form should be attached to the appropriate transaction in the Bank system.
9. Attempt to resolve billing disputes directly with the supplier. If unable to resolve a dispute, it is the cardholder's responsibility to forward details so that the program administrator can pursue the disputed item with US Bank. Complete the Disputed Charges Form and attach to the transaction in the Bank System.
10. Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent cardholder statement.
11. Never accept cash in lieu of a credit to the Card account.

12. Notify the US Bank and the Program Administrator of a lost or stolen Corporate Card immediately. Complete the form
13. Cardholder's Card account shall terminate upon separation of employment from the University or upon reassignment to another department. Complete the Change in a Cardholder Status Form and send to the Program Administrator.
14. Report erroneous declines and fraudulent charges to the Program Administrator.
15. Ultimately, cardholders are responsible for all charges incurred on their card.