



## 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.

The cardholder must reconcile p-card purchases online using PaymentNet ([www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com)). It is the cardholder's responsibility to obtain original receipts from the merchant or supplier each time the card is used and upload them into PaymentNet. A legitimate business purpose and the proper account coding must also be provided for each transaction. Monthly credit card statements are sent by mail and are also available online. P-card purchases must be reconciled within 30 days of the statement they appear on.

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

P-card Applicant's SNC ID Number: 

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### Credit Limit Information

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

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

Please forward completed form to the Finance Department.