



RESPONSIBILITY OF P-CARDHOLDER

Attachment C

Updated 10/03/2014

- ❖ All P-card purchases must be Chapman related, pre-approved and be at a reasonable price.
 - Save **all** detailed receipts/invoices showing the card was charged
 - All restaurant receipts **MUST be itemized** showing exact food and drink orders
 - All hotel receipts **MUST be itemized** showing daily room rates and charges

- ❖ When transactions have posted, you will receive an e-mail from Works
 - Code transaction to appropriate Account and Fund-Dept ID-Program
 - Credits (refunds) must be coded to the same Account and Fund-Dept ID-Program as original charge
 - Sign-off section under Comments: Must include business purpose for each transaction (Who, What, Where, **When**, Why)
 - All transactions must be coded with comments by the last day of the month
 - Please notify Financial Services when a charge is related to an event in a future month (i.e. flight, conference, deposit, etc.)

- ❖ The following documents must be received by Financial Services within 30 days from the close of the billing cycle (i.e. May activity is due at the end of June):
 - Signed Allocation Report by cardholder and authorized approval(s)
 - Attach all receipts

- ❖ Any infractions to the items listed below will result in a 5 (working days) day notice, after which, the P-Card privileges will be terminated:
 - Failure to submit P-Card Reconciliation Reports (completed, signed and with proper approvals) to Financial Services within 30 days from the billing cycle end date

 - Any personal purchases were charged on Chapman University P-Card. If by mistake Chapman P-Card was used for personal purchase the Cardholder must submit a check payable to Chapman University immediately.

 - As a reminder - **The intentional use of the P-Card to procure goods and services for other than the official use of Chapman University System is fraudulent use. An employee found guilty of fraudulent use will be subject to disciplinary action up to and including termination and may be subject to legal action.**

❖ You **CANNOT** use your P-Card for the following (this list is not all inclusive):

- Personal expenditures
- Professional services (ex. having a sign made, engraving, framing)
- Gas for personal vehicle
- Cash advances
- Computers
- Furniture and other fixed assets (i.e., items over \$1,000)
- Gift cards, gift certificates and contributions (due to IRS requirements)
- Alcoholic beverages charged to Federal grants
- Tips for taxi/shuttle. Only the fare can be charged to the P-Card. Tips must be paid in cash and can be collected via per diems on a Travel Expense Report

❖ For supplies which can be ordered from Office Solutions, please continue to go through Purchasing to take advantage of better pricing

❖ Missing Receipts:

- If a receipt is missing, efforts should always be made to contact the vendor for a reprint or copy. Many restaurants and organizations keep their own copies of receipts.
- If a reprint or copy cannot be obtained, a Memo or Comment on the Allocation Report must be submitted and should include why receipt is not available and explanation of purchase if necessary

***** The use of the P-Card to procure goods and services for other than the official use of Chapman University System is fraudulent use. An employee found guilty of fraudulent use will be subject to disciplinary action up to and including termination and may be subject to legal action.**

I have read, understand and agree to the conditions above.

Print Cardholder Name: _____

Cardholder's Signature: _____ Date: _____