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## PROCUREMENT CARDHOLDER RESPONSIBILITIES:

1. Read and understand Procurement Card Policy: **Policy 3.12**  
([http://www.policy.cornell.edu/Vol3\\_12.cfm](http://www.policy.cornell.edu/Vol3_12.cfm))
2. Read and understand the CALS Procurement Card Standard Operating Procedures
3. Keep procurement card number confidential (DO NOT SHARE).
4. Comply with the per-transaction and overall monthly limits (see policy for description).
5. Never “split” the cost of one single item into multiple payments.
6. Purchase only business-related items permitted by University Policy 3.14 ([http://www.policy.cornell.edu/vol3\\_14.cfm](http://www.policy.cornell.edu/vol3_14.cfm))
7. Inform the vendor that your purchase is exempt from NYS sales tax.
8. Submit sufficient documentary evidence including original receipts and explanation to support the business purpose of each purchase to PCard coordinator within 10 calendar days of transaction.
9. Review credit card statement upon receipt and report errors as outlined in policy.

**I understand that I am responsible for reading the Procurement Card Policy and for understanding my responsibilities as outlined in the policy. I understand that my card may be revoked if I do not follow these guidelines.**

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*Employee Signature*

*DATE*