

**Bank of America**  
**ProCard Employee Acknowledgement**  
**CARDHOLDER RESPONSIBILITY**

The University credit card is a valuable property which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

- a. The Cardholder is responsible for monthly reconciliation, and shall return required documentation no later than 10<sup>th</sup> of the following month after receipt of the monthly statement. Failure to submit reconciliation and receipts in a timely manner will result in deactivation of a Pro Card until documentation has been received by the Controller's Office. **Employee initials** \_\_\_\_\_
- b. The Cardholder shall be personally responsible for payment to the University for any transactions that are unapproved or determined to be in non-compliance with policies and procedures. If such charges were prepaid by CSU, these amounts will be repaid by the traveler to CSU or deducted from their pay. **Employee initials** \_\_\_\_\_
- c. Failure to comply with applicable policies and procedures shall result in immediate revocation of the cardholder's ProCard privileges. **Employee initials** \_\_\_\_\_
- d. Misuse or unauthorized use of the ProCard shall result in immediate disciplinary action, up to and including termination of employment. **Employee initials** \_\_\_\_\_
- e. The Cardholder shall protect the ProCard at all times and shall not permit card to be used by others. **Employee initials** \_\_\_\_\_

\_\_\_\_\_  
**Employee Name (PRINT)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature Witness by**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**VP Administration & Finance Signature**

\_\_\_\_\_  
**Date**

**CC: Payroll Specialist/Human Resources Director**