



Return to P-card Administrator UMC 2400 or fax 7-1077

ALL-CARD CARDHOLDER USER TRAINING AND AGREEMENT FORM:

As a cardholder, you must comply with All-Card requirements. The following statements comprise the All-Card Agreement form. You indicate that you understand and will comply with All-Card requirements by initialing the line next to each statement.

- I have personally completed this training.
- I understand that the All-Card is considered to be University property. I agree to use my card to only make University approved purchases and not to use my card to make personal purchases. I agree to immediately report any inappropriate purchases to my supervisor.
- I understand that I am the only one authorized to make purchases with my All-Card.
- I understand that every purchase must have an itemized receipt or substitute receipt form.
- I understand that a Travel Authorization form must be completed and electronically approved for all travel. I will reference the TA number in the optional reference number box in Banner Workflow.
- When traveling I will comply with the Travel Policy 515 and travel procedures.
- I understand that travel expenses must be reconciled in a timely manner or, per IRS regulations, may become taxable.
- I understand that it is my responsibility to ensure sales tax is not charged when using my All-Card for purchases occurring within the State of Utah.
- I will immediately notify both Wells Fargo (800-932-0036) and my P-Card Administrator (USU: 435-797-0589 or USU Eastern: 435-613-5373) if an All-Card is lost or stolen.
- I understand that there are policies that impact my card use, including Policy 516 "Meals and Entertainment," Policy 505 "Employee Gifts & Awards," Policy 522 "Membership and Dues," and Travel Policy 515. These policies establish strict guidelines requiring additional support documents or information in Banner Workflow, such as the Meals and Entertainment information, the Taxable Gifts & Awards Form, the Membership and Dues information, and Travel documentation.
- I understand that the All-Card is issued to me and that it is my responsibility to understand and follow the All-Card Procedures.
- I understand that I must sign and date each itemized receipt or approve the transactions electronically in Banner Workflow. My signature or Workflow approval indicates that the All-Card charges are appropriate University purchases.
- I understand that my transactions must be reviewed and electronically approved by my supervisor in Banner Workflow. My supervisor's electronic approval indicates that he or she approves of the All-Card charges.
- I understand that my card usage may be audited.
- I agree to notify my P-Card Administrator (USU: 435-797-0589 or USU Eastern: 435-613-5373) when I transfer to another University department or terminate employment.

By signing this training and agreement form, I am agreeing to all of the policies and procedures outlined in this training. I understand that this signature is binding.

Employee Signature

Supervisor Signature

Employee Printed Name

Employee A#

Date