***Cardholder Guide Evaluation* ****

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I have read the Cardholder guide and am familiar with the policies and procedures contained within. I understand that I take full responsibility for ensuring full adherence to the P-card program.

**Please complete the questions below and bring with you to training (TBD):**

**T/F**: Each purchasing card has pre-set spending limits that **may not** be exceeded under any circumstances.

**T/F**: The card is transferable and may be used among multiple employees.

The Purchasing card may be used for the following **except**:

1. Personal purchases
2. Per diem meals
3. Furniture and equipment
4. Cash advances or ATM withdrawals
5. All of the above

**T/F**: Under **NO** circumstances should a transaction be split into two separate receipts to bypass the single transaction dollar limit for your credit card.

**T/F**: The completed reconciled monthly statement with receipts is due to Accounts Payable by the 10th of each month.

**T/F**: Cardholders are required to reconcile their statements online through SmartData Online.

The Purchasing card may be used for the following expenditures:

1. Travel arrangements
2. Goods < $1,500.00
3. Computer hardware and software equipment
4. Entertainment among employees
5. A & B only

**T/F**: If I assign someone else to reconcile my credit card statement I am **NOT responsible** for any errors or erroneous information.

**T/F**: I am **NOT** responsible for following up on any fraud related issues associated with my university credit card.