



Cardholder Responsibilities

Cardholders are being provided with a PCard to use for UNC-related purchases and/or travel. UNC may withdraw their authorization to use the card, close or suspend the card, and/or require that they return the card at any time, and may do so without cause or prior notice. By accepting a PCard, the cardholder inherently agrees to:

- Understanding that the PCard represents UNC's trust in the cardholder as a responsible employee to safeguard and protect its assets. The cardholder agrees to abide by all policies and procedures that govern its use and to comply with UNC's procurement rules.
- Ensuring that Colorado sales tax is not charged on purchases; if sales tax is charged, it must be refunded immediately to the PCard or the cardholder will reimburse UNC if it is determined by the Purchasing Office to be an unallowable expense.
- Agreeing not to use the PCard for travel-related expenses unless the cardholder has submitted a completed, approved UNC Travel Authorization Form to Purchasing.
- Understanding that the PCard issued to the cardholder is for their use only; the card or any information from the card that allows a transaction to be made cannot be loaned, transferred, or used by anyone but the cardholder.
- Reviewing all transactions on the statement and verifying that each transaction was made by the cardholder. If transactions need to be disputed, the cardholder is responsible for initiating the dispute process.
- Agreeing to provide supporting receipts from the merchant for each transaction and to make all receipts and other supporting documentation available to UNC at any time for review or audit.
- Agreeing to appropriately secure their PCard against loss or theft, and to immediately notify Wells Fargo at 1-800-932-0036 and the Purchasing Department at 970-351-1836 if their card is lost or stolen.
- Agreeing that the cardholder will not make personal purchases on the card. The cardholder understands they are personally liable for any improper or disallowed use of the PCard, including all fees, costs, interest, and attorney fees incurred by UNC as a result of their improper or disallowed use.
- Understanding that if the cardholder's employment with UNC terminates for any reason, they must immediately stop using the PCard and return the card to the UNC Purchasing Department. The cardholder is also responsible for reimbursing UNC for any travel-related purchases they may have made for travel scheduled to occur after their employment with UNC ends.
- Understanding that all their PCard transactions are subject to review by the Purchasing Department, other UNC internal departments, and internal or external auditors.
- Understanding that all PCard transactions are subject to the Colorado Open Records Act (C.R.S. 24-72-201 to 24-72-309), which allows their card transactions to be requested and potentially published in any forum.