Thank you for your interest in the OCCC P-Card program.

Oklahoma City Community College’s (OCCC) Purchasing Card (P-Card) program establishes the use of, by designated OCCC employees, commercial purchasing cards to facilitate the acquisition of goods and services needed for conducting official OCCC business. The Purchasing Department administers the P-Card contract.

Only pre-approved services and/or products can be charged to the P-Card. It is not the intent of the P-Card to be used as a tool to circumvent existing departmental, institutional, or state procurement policies. All exceptions must be pre-approved by the Vice President for Business and Finance.

All procedures and forms referenced by this policy will be made available at the OCCC Purchasing Department website at: http://www.occc.edu/purchasing/.

A completed OCCC P-Card application must be completed by the individual who will be completing individual transactions using the P-Card. The form must be printed and signed by the employee’s supervisor, then approved by the Director of Purchasing and the Vice President for Business and Finance. A completed form does not guarantee the issuance of a P-Card. Additional training will need to be completed by the employee prior to the card being issued.

Checklist:

☐ Employed in a Regular Full-Time Position
☐ Concluded satisfactory 90 day probationary period
☐ Prior attendance in Purchasing Department Requisition Training
☐ Review OCCC Purchasing Policy and P-Card User’s Guide
☐ Complete P-Card Application Form and Cardholder Agreement
☐ Submit Application for Necessary Approvals
☐ Participate in Mandatory P-Card Orientation Training
☐ Receive Card issued by P-Card Coordinator
☐ Conduct Transactions with highest Ethical Standards in accordance with Policy and Procedures
☐ Prepare Monthly Transaction Reports with Documentation
☐ Attend Recurring Annual, or As Needed Training and Submit Information when requested
# P-CARD APPLICATION

## Personal Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Middle Name</th>
<th>First Name</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
<th>Phone Extension</th>
<th>Datatel ID</th>
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<thead>
<tr>
<th>Position Title</th>
<th>Alternate Phone Number</th>
<th>Date of Request</th>
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## Office Information

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Supervisor Name</th>
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<thead>
<tr>
<th>Building and Room Number</th>
<th>Supervisor Title</th>
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<thead>
<tr>
<th>Alternate Cardholder Name</th>
<th>Alternate Cardholder Ext</th>
<th>Primary Account Number</th>
<th>Supervisor Phone Extension</th>
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## Card Information

Describe primary expected card use (reason for application):

- ☐ New
- ☐ Transfer
- ☐ Primary Account Only
- ☐ Change
- ☐ Replace
- ☐ Backup Cardholder
- ☐ Special: ____________________________

Credit Limit:
- ☐ Default ($5,000 STL/$10,000 Monthly)
- ☐ Special: ____________________________

Additional Offices & Departments for allowed charges: ____________________________

Justification for deviation from Default Credit Limit:

## Approvals:

Cardholder: ____________________________ Date: ____________________________

Supervisor: ____________________________ Date: ____________________________

Director of Purchasing: ____________________________ Date: ____________________________

Vice President for Business & Finance: ____________________________ Date: ____________________________

Notes: [Administrative Use Only]

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Confirmation of Training and Receipt of P-Card Issuance

- ☐ Approved (Date Card Ordered: ____________________________ Cardholder Initials: ____________________________)
- ☐ Denied (Reason: ____________________________ Cardholder Initials: ____________________________)

Training Date: ____________________________ Card Received Date: ____________________________

(P-Card Coordinator Initials: ____________________________ Cardholder Initials: ____________________________)

Cancellation

- ☐ Date Card Returned: ____________________________ Cardholder Initials: ____________________________

(P-Card Coordinator Initials: ____________________________ Cardholder Initials: ____________________________)
P-CARD CARDHOLDER AGREEMENT

Participating Employee Acknowledgment of Responsibilities

By participating in the Oklahoma City Community College Purchasing Card Program as a Cardholder, I assume responsibilities pertaining to the operation and administration of the P-Card Program. These responsibilities include but are not limited to the following:

1. Issuance
   a. The P-Card will be issued in the name of the employee. By accepting the P-Card, the employee assumes responsibility for the P-Card and will be responsible for all charges made with the P-Card. The P-Card is not transferable and may not be used by anyone other than the Cardholder.
   b. The OCCC P-Card is the property of the State of Oklahoma and must be maintained with the highest level of security. If the P-Card is lost or stolen, or if the Cardholder suspects the P-Card or Account Number to have been compromised, the Cardholder agrees to immediately notify the P-Card Coordinator bank.

2. Responsibilities
   a. The OCCC P-Card is to be used for business expenditures only. The P-Card may only be used under the parameters and procedures established for the P-Card Program which are detailed in OCCC Policy. The OCCC P-Card may not be used for personal purposes.
   b. All charges will be billed and paid directly by OCCC. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the P-Card. This activity will include purchases and credits made during the reporting period. While the Cardholder will not be responsible for making payments to the bank, the Cardholder will be responsible for the verification and reconciliation of all Account activity.
   c. Cardholder Accounts are subject to periodic internal control reviews and audits designed to protect the interests of OCCC. By accepting the P-Card, the Cardholder agrees to comply with these reviews and audits. The Cardholder may be asked to produce the P-Card to validate its existence and will be required to produce statements and receipts to verify appropriate use.
   d. Misuse or fraudulent use of the P-Card will result in disciplinary actions and may be grounds for termination.

3. Policies and Procedures
   a. Parameters and procedures related to the P-Card Program may be updated or changed at any time. OCCC will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.
   b. The Cardholder agrees to surrender and cease use of their P-Card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. In addition, the Cardholder must surrender and cease use of the P-Card in the event of transfer or relocation. The Cardholder may also be asked to surrender the P-Card at any time deemed necessary by management.

By signing below, I acknowledge that I have read, agree to, and will abide by the terms and conditions of this document. I certify that by participating in the OCCC P-Card Program, I understand and assume the responsibilities listed above, as well as in any amendments or addenda as long as I am a Cardholder at OCCC.

__________________________________________  __________________________________________
Name (Print)                                    Title

__________________________________________  _________________________________
Employee signature                              Date