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Procurement Card Program Manual

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CODE OF CONDUCT

P-CARD ACKNOWLEDGMENT FORM

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Cu" c" Ectf j qnfgt. "K" c i tgg" vq" eq o r n { " y kv j " v j g" vgt o u" c p f" e q p f k v k q p u" q h" v j k u" C i t g g o g p v" c p f" v j g" r t q x k u k q p u" q h" v j g" XUE" R q n k e k g u" (" R t q e w t g o g p v" E c t f" R t q i t c o" O c p w c n" c x c k c d n g" v q" o g" q p" v j g" XUE" y g d u k v g" K" e q p h k t o" v j c v" K" j c x g" t g c f" c p f" w p f g t u v c p f" c n n" r t q x k u k q p u" k p e n w f k p i" v j g" E q f g" q h" E q p f w e v 0" K" h w t v j g t" w p f g t u v c p f" v j c v" c v g p f c p e g" c v" v t c k p k p i" k u" o c p f c v q t { " r t k q t" v q" c" R / E c t f" d g k p i" t g n g c u g f" v q" o g 0" "

Cu" c" Ectf j qnfgt. "K" c i tgg" vq" c e e g r v" t g u r q p u k d k n k v { " c p f" c e e q w p v c d k n k v { " h q t" v j g" r t q v g e v k q p" c p f" r t q r g t" w u g" q h" v j g" E c t f" c u" q w n k p g f" k p" v j k u" C i t g g o g p v" c p f" v j g" O c p w c n 0" K" w p f g t u v c p f" v j c v" v j g" R / E c t f" k u" k p v g p f g f" h q t" v j g" r w t e j c u g" q h" k v g o u" h q t" E q n g i g" t g n c v g f" d w u k p g u u 0" K" h w t v j g t" w p f g t u v c p f" v j c v" v j g" XUE" y k n n" c w f k v" v j g" w u g" q h" v j g" E c t f" c p f" k v" k u" o { " t g u r q p u k d k n k v { " v q" x g t k h { " v j g" c e e w t c e { " q h" v j g" o q p v j n { " v t c p u c e v k q p u 0" K" w p f g t u v c p f" v j c v" K" c o" c e e q w p v c d n g" h q t" c m n" e j c t i g u" o c f g" v q" v j g" E c t f 0" K h" v j g" E c t f" k u" n q u v. " u v q n g p" q t" o k u r n c e g f. " K" w p f g t u v c p f" v j c v" k v" k u" o { " t g u r q p u k d k n k v { " v q" i m m e d i a t e l y" p q v k h { " v j g" D e p m" c p f" v j g" R / E c t f" C f o k p u v t c v q t 0" "

Cu" c" Ectf j qnfgt. "K" c i tgg2 g q_ v 0 t f k_ 2" A / E c t f" È 2 \$ A / E c t f" C f o k A ; u v t c v q t 2 r q p" q t 2

K 2 t 0 t t u v c p 0 v k_ v" K 2 u g 2 2 ! A / E c t f" h q t 2 _ t u q p c n" r w t e # u g u 0" K" h w t È 2 2 t 0 t t u v c p 0 v q t 2 w t e # u k p i" k s k Â o u" q p" u 2 @ t q c _ s k Â f" o t e # u g u k u v" 1/2 U e v k q p" 4 0 6 + 0" H t È 2 Á" y 2 g 2 2 U" c u" c r t q x 2 v 0 A / E c t f" k u 2 + ' u

" q t" k_ 2 ! o q e w t g o D p v" c t f v Ò q i t c o 2 p w n" y + n n" s g n v" p" v' o r q t c t { " t s e # v k q p" Ä h" k_ 2" p f o x E c t f o n` t z u 2 t k x . g i 2 " c 0 v c { " Ç s g n v" p" k o t q r _ v t 2 t Ö w 0 p 7 p v" u g" Ä h 2 k_ 2" p n k p _ " g Ö n n q e # v k q p" È { u v g o" u" c" È Ä n c v k q p" Ä h" U" o n k % { " c t 0 o y k . n" f" # t c e e q t 0 t t 5 ' 2 k k_ k_ 2" p 7 u" c 0" g Ü p 3 v k q p u" t Ö n k p i y k k_ o u e + r n k p c t { " e v k q p 0" "

U k p % o ! k e g d Ä t o 3 v k q " . r t q k e d " 3 / t / u 2 d v c 0" T p 0" C m n" h q n k e { " 3 4" q % u p 9 T p g d r t q r t k v c { " 3 d o 0 g b 7 p _

aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa 2 v aaaaaaaaaaaaaaaaaaaaaaaaaaaaaa " Eq Tq FGTD T CVWT "% " VG"" "

aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa 2 v _____ Eq Tq FGTD " OG

aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa o Eq Tq " CFOKTq VQT O

2 "

1

Cardholder Setup & Activation

1.1 Overview

Vjg"R/Ectf"rtqitc o"ku"fgukipgf"vq"cuukuv"vjg"Xgt o qpv"Uvcvg"Eqnngigu"*XUE+"kp"tgfwepi"kvu"tgnkpeg"qp"u o cnn"fqmct"rwtejcug"qtfgtu."rgvv{"ecuj"hwpfu."g o rnq{gg"cfxcpegu"cpf"urgekcn"ejgemu."cpf"tgfweg"vjg"pggf"vq"wu"rgtuqpcn"hwpfu" hqt"dwukpguu"rwtrqugu"Vjg"rtqitc o"ujqwnf"jgnr"kpetgcug" {qwt"vwtp/ctqwpf"vk og"kp"vjg"hwkhkm o gpv"qh"qtfgtu."rtqxfg" i tgcvgt"hnzkdknkv{"cpf"tgfweg"rcrgtyqtm" Vjg"R/Ectf"ku"c"XKUC"etgfkv"ectf"rtqfwew"kuuwgf"d{"Dcpm"qh"C ogtkec" *DQC+0"Kv"ku"fgukipgf"vq"eq o rng o gpv"vjg"Gnnwekcp"Hkpcpekn"U{uvgo"Vjg"Ceeqwpvu"Rc{cdng"cpf"Hkpcpeg" Fgrctv o gpvu"ctg"tgurqpukdng"hqt"ko rng o gpvckqp." o ckpvpcpeg."rtqitc o"eq o rnkpeg.cwfkvki."kuuwpeg"qh"R/Ectfu." cpf"cuukvpeg"hqt"vjg"R/Ectf"rtqitc o"Qpn{"g o rnq{ggu"qh"vjg"XUE"ctg"cnnygf"vq"rctvkekrvg"kp"vjg"rtqitc o"kp" uq o g"urgekcn"ukvwcvkqpu"uwf gpv" i qxgtp o gpvlyqtmgtu" o c {"dg"gnkikdng"hqt"c"rwtejcukpi"ectf" Gcej"ectfjqnfgt"jcu"vjg" tgurqpukdknkv{"vq"tgxky."tgeqpekng"cpf"uwo kv"vjgkt" o qpvjn{"gzrgpug"nqi" ykvj"vjg"cr rrtqrtkcvg"tgegkrvu"cpf"ukipcvwtgu" hqt"rtqeguuki"d{"q"ul tfu

"ul
gzr rb u"jcu" _ ! Q "ul

3 Recordkeeping & Reconciliation

3.1 Overview

Vjg"R/Ectf" yknn" jgnr"gnk okpcvg"vjg"vk o g"cpf"ghhqtv"urgpv"qp"i gpgtcvkpi"rwtejcug"tgs wkvkqpu"cpf"rtqeguukpi"

3.5 Key Dates

Ceeqwpvu"Rc{cdng"o wuv"tgegkxg"vjg"ectfjqnfgtøu"tgeqpekngf"gzrgpug"nqi"ykvj"vjg"cr rtqr tkcvg"fqew o gpvckqp"cpf" cr rtqxcnu"d{"vjg"ncuv"dwukpguu"fc{"vjg" o qpvj0"

Cp{"gzrgpug"nqi u" fghkekpv"qh"vjg"rtqrgt"cr rtqxcnu"cpf"fqew o gpvckqp"yknndg"tgvtppgf"vq"vjg"ectfjqnfgt"vq"dg" tguwdokvvgf"cr rtqr tkcvgn{0"Kh"c"ectfjqnfgt"ku"fgnkpswgpv"kp"uwdokvvp i"vjgkt"tgeqpekngf"gzrgpug"nqi"vq"Ceeqwpvu" Rc{cdng."vjg" Fgcp"qh" Cf okpvkvtcvkqp"qt" fgukipgg." yknndg"tgxky"vjgkt"uvcvwu"cu"rctvkekr cpv"kp"vjg"rtqitc o"cpf" oc{" uwurgpf"vjgkt"rtkxkngigu"wpvkn"cp"cfgs wcvg"tguqnwvkqp"ku"cejkgxgf0"

- 50703 Oqpvj"gpf"rquvki"e{eng"d{"vjg"dcpm"ku"vjg"42vj"gcej" o qpvj"qt"vjg"rtgxkqwu"dwukpguu"fc{0"
- 50704 Ectfjqnfgt"cmnqecvgu."uki pu"qhh."cpf"uwdokvu"vjg"tgeqpekngf"gzrgpug"nqi"ykvj"cr rtqr tkcvg"fqew o gpvckqp" hqt"cr rtqxcn"d{"vjg"ncuv"dwukpguu"fc{"qh"vjg" o qpvj0"
- 50705 XUE"rquvu"vtcpucevkqpu"hqt"gcej"ectfjqnfgt"ceeqwpv"vq"vjg"igpgtcn"ngfi gt"qp"vjg"ncuv"dwukpguu"fc{"qh"gcej" o qpvj0"
- 50706 Rc{ o gpv"ku"ocfg"d{"vjg"XUE"vq"vjg"dcpm"hqt"vjg" o qpvjn{"vtcpucevkqpu"ykvj"kp"52"fc{u"qh"uvcvg o gpv0"

4 Disputed Transactions

4.1 Overview RÐ KHO ODSHÐRD'

5 Account Maintenance

5.1 Overview

8 Lost or Stolen Cards

8.1 Overview

Kh {qwt"ectf"ku"nquv"qt"uvqngp." {qw"owuv"ko ogfkcvgn {"eqpvev"vjg"Dcpm"cpf" {qwt"Eqnng igou"R/Ectf"Cf o kpkuvtcvt0"
Vjg"ectf j qnfgt"ujqwnf"cnuq"eq o rnvvg"ceqnmng i g"kp ekf gpv"tgrqt"kh"cr rnkecdng+"fqew o gpvkpi"vjg"ectf"ycu"nquv"qt"
uvqngp"cpf"vjg"fcvg"vjcv"kv"ycu"pqvkegf" o kuukpi 0"W rqp"pqvkhkecvkqp."vjg"ectf" yknn"dg"uwur gpf g f"ko ogfkcvgn {"cpf"
cp {"ejctigu"rqvvgf"vq"vjg"ceeqwpv"chvgt"vjg"o kuukpi"fcvgö"yknn"dg"fgpkgf0"C"pgy"ectf"yknn"dg"tgs wgvvgf"ykvj"vjg"
kpfkecvkqp"vjcv"vjg"ectf"ku"c"tgrnceg o gpv0"Chvgt"pqvkhkecvkqp"ku"tgegkxgf"d {"vjg"R/Ectf"Cf o kpkuvtcvt"kv"yknn"vcmg"
crrtqzk o cvgn {"32"fc {"u"vq"tgkuuwg"c"tgrnceg o gpv"ectf0"

8.2 Card Security Tips

Vjg"hqnmq ykpi"ctg"uq o g"dcuke"ugewtkv {"ogcuwtgu"vjcv"ectf j qnfgt"ujqwnf"wug"vq"iwctf"ci ckpuv"htcwf0"

- :0403 Ukip {qwt"ectf"cu"uqpp"cu"kv"cttkxgu0"
- :0404 Mgg r"vjg"ectf"kp"c"ugewtg"nqecvkqp0"
- :0405 Fq"pqv"ngpf" {qwt"ectf"vq"cp {qpg0"
- :0406 Dg"cyctg"qh"y jcv" {qw"ctg"ukipki0"
- :0407 Ucxg"tgegkrvu"cpf"uvcvg o gpvu"kp"c"ugewtg"ctgc0"
- :0408 Xkukv"tgrwvcdng."hc o knket"ogte jcpvu"y jgpgxgt"rqaukdng0"
- :0409 C"ecpegnf"ectf"ujqwnf"dg"tgwvtpgf"vq"vjg"R/Ectf"Cf o kpkuvtcvt0"
- :040: Fq"pqv"rtqxfk" {qwt"ectf"ceeqwpv"pw o dgt"vq"wpuqnkekvf" o ctmgvkpi"ecnu0"

8.3 Contact List

- :0503 Ectf j qnfgt"Ewuvq o gt"Ugtxkeg<3/: : /66;/4495"
Eqmng ev"Qwvukfg"vjg"W0U0<72; /575/8878""
- :0504 Nqecn"R/Ectf"Cf o kpkuvtcvt"o"Eqpvev" {qwt"Ceeqwpvu"Rc {cdng"qt"Hkpepeg" Fgrctv o gpv0""