

**TOWN OF MANSFIELD
PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES
JANUARY 1, 2007**

INTRODUCTION

The Town of Mansfield is providing an alternate approach to purchasing products by offering a purchasing card program to select employees, administered by JPMorgan Chase Bank.

Purchasing cards are designed to consolidate many small transactions onto a single monthly invoice. This program will expedite the accounts payable function for any department or building that makes multiple supply purchases in a given month. The purchasing cards will not replace the normal purchasing procedures established by the Director of Finance, but will be used in instances where it is not advantageous or cost effective to issue a Purchase Order.

These policies and procedures are intended to provide guidelines to cardholders in utilizing their purchasing cards, and all cardholders should carefully read this document. A cardholder's signature on the Cardholder Agreement Form indicates that the cardholder understands the intent of the program and agrees to adhere to these guidelines.

The following information is intended to clarify how the purchasing card is to be used and how the cardholder's transactions are invoiced.

ETHICS

The Town of Mansfield strives to maintain and practice the highest possible standards of business ethics, professionalism, and competence in all purchases and business transactions. It is cardholder's responsibility to purchase only those goods that are necessary for Town/Board purposes.

Suppliers/vendors, their products, personnel and services are a natural extension of our own resources. It is the responsibility and is expected of all employees in the Town of Mansfield/Mansfield Board of Education to develop and maintain professional relationships between the Town/Board and its vendors and to keep in mind that personal contacts form much of the basis for the vendor's opinion of the Town of Mansfield/Mansfield Board of Education. In this regard, when dealing with vendors and their representatives, decline to take advantage of vendor's errors and show consideration for vendor difficulties by cooperating with the vendor whenever possible to resolve problems.

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PURPOSE

The purpose of the purchasing card is to provide the Town/Board with an alternate method of purchasing low-dollar goods. The purchasing card enables employees to order and receive products directly from any MasterCard vendor, it gives employees the authority and flexibility to purchase supplies when the Town/Board needs them at competitive prices, and it helps employees get faster delivery on low-cost items.

GENERAL POLICES

The Town of Mansfield issues purchasing cards to designated employees. No person other than the person to whom the purchasing card is issued is authorized to use the assigned purchasing card. The card is to be used for Town/Board business only.

The purchasing cards are issued to the Town of Mansfield and assigned to specific users. Personal information of cardholders is NOT provided to JPMorgan Chase when cards are issued. JPMorgan Chase is provided with a cardholder's date of birth and the last four digits of his/her Social Security number for verification purposes only. Card activity is not reported on a cardholder's personal credit report, and, likewise, activity on the card is not used to compute a cardholder's credit score with reporting agencies. Activity on the purchasing card program is reported on the Town's credit report.

The purchasing card is as easy to use as any credit card and is just as widely accepted. The only difference between a credit card and a purchasing card is that the latter is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder. Card privileges may be rescinded at any time at the discretion of the Purchasing Card Administrator (Controller, Town of Mansfield) if polices and/or procedures are not followed by the cardholder. The Finance Department and/or the Purchasing Card Administrator will audit card usage and the cardholder will be personally liable for any unauthorized use that occurs with the purchasing card.

Purchasing cards must be kept in a secure place. Although the purchasing card is issued in the cardholder's name, the card remains the property of JPMorgan Chase Bank, and is only to be used for Town/Board purchases as allowed by the Town of Mansfield/Mansfield Board of Education's policies. Cardholders are committing Town/Board funds each time the purchasing card is used.

All charges made on all Town of Mansfield purchasing cards are billed directly to the Town of Mansfield on a monthly summary invoice. This process minimizes paperwork and streamlines the payment process. Each purchasing card is assigned to a default accounting code (budget line item code), using a Town/Board account number. Other account numbers may be assigned to a transaction by purchasing cardholders when

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reconciling their monthly transactions using JPMorgan Chase's Smart Data Online web-based program.

Training will be provided with the issuance of the purchasing card to ensure that all policies and procedures are understood. An employee will not be issued a purchasing card until training has taken place.

The cardholder will only be able to use the purchasing card for specific Merchant Category Codes (MCC) assigned for each user, based on necessity specific to each cardholder. Each card will be issued with a group of MCC's based on the probable use of the card by each user. If the cardholder attempts to use the purchasing card for a Merchant category not set up, the transaction will be denied. The Town's program administrator can adjust the MCC's assigned to each user.

Each user will be required to review their purchasing card transactions on a monthly basis using the JPMorgan Chase Smart Data Online Internet application. Please refer to the "Cardholder Recordkeeping Requirements" section below.

The following types of purchases are prohibited on the purchasing card:

- Alcoholic beverages
- Cash advances
- Personal items
- Any other items prohibited by Town/Board policy

PURCHASING PROCESS

Making purchases for goods and services is easy with the purchasing card.

A. Making a Purchase

1. Only the cardholder named on the purchasing card can authorize a purchase on his/her card.
2. The cardholder will present the card at the cash register, sign, and take the charge receipt and cash register tape for filing and leave with the purchases.
3. The cardholder may also place an order over the telephone. When a telephone order is placed, the cardholder should request a receipt from the vendor documenting the sale. In many cases, a receipt is included with shipping documents for purchases made over the phone. The receipt and shipping documents shall be submitted to the Finance Department according to the "Cardholder Reconciliation Requirements" section below.

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4. The cardholder may also place an order over the Internet. When an online purchase is made, the cardholder should print out the invoice from the online vendor as verification of the purchase. In many cases, a receipt is included with shipping documents for online purchases. The receipt and shipping documents shall be submitted to the Finance Department according to the "Cardholder Reconciliation Requirements" section below.
5. If the purchasing card is used to register for a workshop or conference, and the "credit card" information is entered on a registration form, a copy of the registration form showing the amount charged for the registration along with any registration confirmation shall be submitted to the Finance Department according to the "Cardholder Reconciliation Requirements" section below.
6. When the merchant/vendor processes a purchasing card sale, the merchant/vendor authorizes the transaction by swiping the card or calling in the sale. The authorization process sends a request to the JPMorgan Chase credit card processor to approve the amount, the type of merchant used (merchant code), and the number of transactions for that month and day. Transactions are approved within seconds. The merchant then deposits the transaction receipts with his/her merchant bank, and the charge is secured on the purchasing card by the authorization process. Once the merchant sends transactions to his/her bank, the data is uploaded to the JPMorgan Chase credit card processor. Every day, the processor formats purchase card account transactions and posts them to the Town of Mansfield's company data in Smart Data.
7. Cardholders shall keep all receipts/invoices and any related shipping documents in a safe place for submission to the Finance Department as part of the monthly reconciliation process outlined in the "Cardholder Reconciliation Requirements" section below.
8. The Town/Board is exempt from paying sales tax on purchases made for goods and services. Each card has the federal identification number of the Town of Mansfield imprinted on it, located just below the name of the cardholder. Most vendors accept this number as the "tax exempt number" when purchasing transactions are made. Occasionally, vendors or merchants may request that a sales tax exemption certificate be provided before they remove the sales tax from a transaction. Please contact the Finance Department to obtain a sales tax exemption certificate.
9. A purchasing card may be declined at the point of sale. Purchasing cards can be declined for many reasons, as follows:
 - Transaction amount exceeds a single purchase limit

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- Transaction amount exceeds the maximum billing cycle limit, when added with other transactions in the billing cycle.
- Transaction is attempted at a merchant with an unauthorized merchant code (MCC)
- Transaction exceeds the maximum number of daily transactions
- Transaction exceeds the maximum number of billing cycle transactions

If a transaction is declined at the point of sale, the cardholder must cancel the transaction and contact the program administrator in the Finance Department as soon as possible to determine the cause of the declined transaction. Adjustments may be necessary to the cardholder's account (i.e. adding merchant codes, increasing transaction amounts, etc.), depending on the reason for the declined transaction.

B. Shipping and Receiving Information

The cardholder must provide the vendor/merchant with appropriate shipping information or a delay in the delivery of the shipment may occur. All goods must be shipped to a Town of Mansfield/Mansfield Board of Education business address. All shipping documents received from vendors/merchants must be submitted with the credit card receipt/invoice to the Finance Department, as described in the "Cardholder Recordkeeping Requirements" section below.

C. Incorrect Shipments or Returns

If a shipment is incorrect, or if there are product quality or service issues, the cardholder should contact the vendor/merchant to arrange for a return, exchange, or credit. If the vendor agrees to issue a credit, the cardholder must get a receipt noting the credit from the vendor/merchant, and the cardholder shall verify that the credit is properly reflected in the next monthly reconciliation statement.

It is the cardholder's responsibility to know and adhere to the vendor/merchant's return policy.

CARDHOLDER RECORDKEEPING REQUIREMENTS

Cardholders must keep all original sales documents (receipts, packing slips, cash register tape, credit card slips) from purchases made on their JPMorgan Chase purchasing card. These documents will be required to be submitted to the Finance Department with the cardholder's monthly Expense Report printed from the Smart Data Online application, as described in this section.

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The Town's monthly billing cycle runs through the 4th day of each month, or the Monday following, if the 4th falls on a weekend. At the end of each billing cycle, each cardholder will receive a reminder email notification from JPMorgan Chase Bank to review his/her posted transactions for that billing period.

Each cardholder will be required to login to the Smart Data Online application via Internet connection and review all transactions for the billing period. The review process includes providing an expense description, checking whether or not sales documents (receipts, credit card slips, etc.) are attached, and assigning a Town/Board accounting code (budget line item code) to each transaction.

Once the review process has been completed, each cardholder shall print a monthly Expense Report, sign and date the report, and attach all original sales documents. The Expense Report packet will then be sent to the Finance Department for review by the 15th of the month.

Purchases made on the purchasing card will be entered into the Town/Board's accounting system in a batch form, based on the accounting codes provided by cardholders in Smart Data Online.

Please refer to the Account Reconciliation procedures for step-by-step instructions on the monthly account review and reporting process.

DISCREPANCIES OR UNAUTHORIZED ACCOUNT USAGE

If there are any discrepancies on the cardholder's monthly reconciliation statement, contact the vendor immediately to try to resolve the issue(s) in question. If the discrepancies cannot be resolved with the vendor, please contact the Finance Department.

The cardholder is responsible for keeping track of how the card is used and for its safekeeping. Just like any credit card, the cardholder should protect against fraudulent use of the Card.

Examples of discrepancies include incorrect transaction amounts, unauthorized purchases that show up on the monthly reconciliation statement that were not made by the cardholder, etc.

CARD DEACTIVATION

Upon transfer or termination of employment of a cardholder, the purchasing card must be turned in to the cardholder's Supervisor/Principal and forwarded to the

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Controller in the Finance Department, as part of the exit interview process. The purchasing card will be deactivated immediately.

Whenever a purchasing card is misused or these policies and procedures are violated, appropriate disciplinary action will be determined by the Town Manager/Superintendent of Schools.

REPORTING LOST, STOLEN, OR DAMAGED CARDS

If a purchasing card is lost or stolen, the cardholder must immediately inform the Controller in the Finance Department. The purchasing card will be immediately deactivated and an acknowledgement will be sent to the cardholder and the Town of Mansfield informing them of this action.

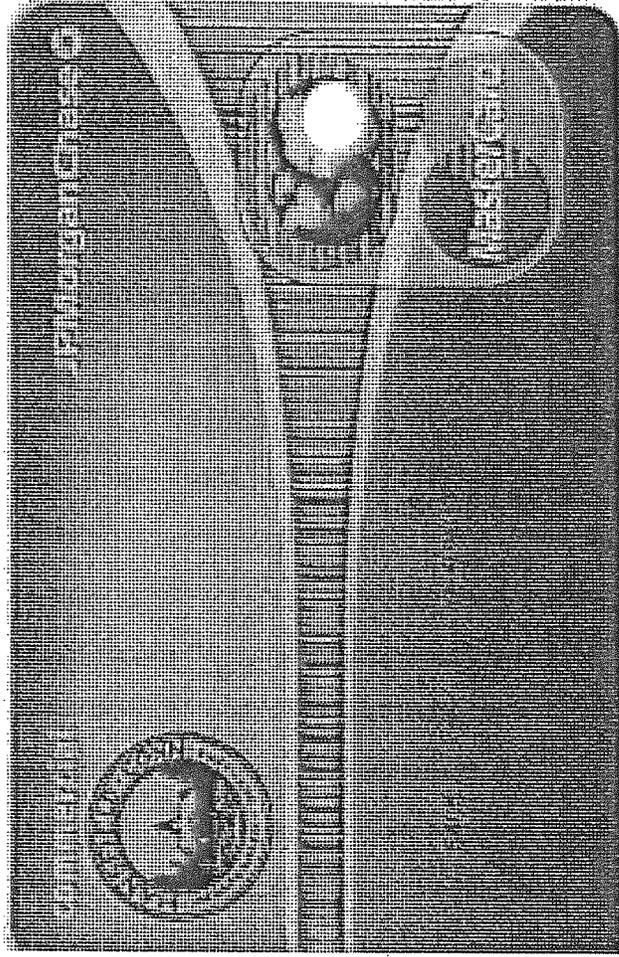
If a card becomes damaged and needs to be replaced, the cardholder must make a written request for a new card to the Controller in the Finance Department. The damaged card must be turned into the Finance Department, and a replacement card will be requested from JPMorgan Chase Bank. The cardholder will be asked to complete a new Cardholder Agreement when a new card is issued. The cardholder will be responsible for review and reconciliation of transactions made on the account associated with the deactivated purchasing card as well as that of the new purchasing card.

OTHER INFORMATION

Policies and procedures related to the JPMorgan Chase purchasing card program will be updated periodically. Cardholders will be provided with updates, as they become available.

Any questions not specifically addressed in these guidelines can be directed to the Town of Mansfield program administrator, Cherie Trahan, Controller/Treasurer, at 860-429-3344 or by email at trahanca@mansfieldct.org.

Town of Mansfield



JPMorgan Chase Purchasing Card Training

May 24, 2007

Training Overview

- Program Overview and Purpose
- General Policies
- Using Your Card
- Recordkeeping Requirements
- Resolving Discrepancies/Disputing Transactions
- Reporting Lost, Stolen, or Damaged Cards
- Getting Started
- Contact Information

Program Overview and Purpose

- Alternate method for purchasing Town of Mansfield goods and services.
- Allows employees to purchase items directly from vendors without going through purchase order process – saving time and money.
 - Statistics show it costs \$75 to \$120 per transaction using purchase order system.

General Policies

- Cards are the property of JPMorgan Chase Bank, and issued to the Town of Mansfield in each cardholder's name
 - JPMorgan Chase was provided with each cardholder's date of birth and last four digits of Social Security Number for verification purposes only.
 - No personal credit information was obtained by JPMorgan Chase
 - No personal credit checks for users were performed.

General Policies

- Activate your card upon receipt.
 - Sticker with phone number and instructions included on face of card.
 - Provide account number and personal identification information (last 4 digits of SS#).
- Card is easy to use – accepted anywhere MasterCard is accepted – and works just like a credit card charge.

General Policies

- Card to be used for Town business only!
 - Personal use is prohibited.
 - Any personal use will result in removal of all cardholder privileges.
 - Any personal use will be referred to Town Manager for review and likely discipline.
- Keep your card in a safe place, as you would your own credit cards.

General Policies

- All charges on the card are billed directly to the Town monthly.
- Card usage will be audited by Finance Office staff monthly for appropriate use.
- Keep all original receipts and shipping documents for each transaction on card – they will be needed for monthly account reconciliation process.

Using Your Card

- Only cardholder named on the card can authorize a purchase on his/her card.
- Purchases can be made at a merchant, over the telephone, or online.
- Card shall be used for Town purchases of supplies, materials, goods, and services.
- Prohibited Purchases on Card
 - Furniture, equipment, and other capital outlay, unless approved in advance by Jeff Smith.

Using Your Card

- Prohibited Purchases on Card (continued)
 - Cash Advances
 - Alcohol
 - Gasoline
 - Entertainment
 - Personal Items
- Making Merchant/Store Purchases
 - Keep cash register receipt.
 - Keep credit card receipt

Using Your Card

● Making Telephone Purchases

- Request receipt from vendor that documents the sale.
- Oftentimes the receipt is included with the shipped item.
- Also keep shipping documents with receipt.

● Making Internet Purchases

- Print out invoice from online vendor.
- Keep shipping documents with receipt.

Using Your Card

- Registration for Workshops/Conferences
 - Enter credit card information on registration form and submit registration form.
 - Keep copy of registration form showing the amount charged for monthly reconciliation.
 - Keep copy of any conference confirmation as verification.
- Remember, you are committing Town funds every time you make a purchase on your purchasing card!

Using Your Card

- The Town is exempt from paying sales tax on purchases of goods and services.
- Each card has the Town's federal ID # on the second line of text.
 - Most vendors will accept this number as the "tax exempt number" at the point of sale.
- Vendor may request a tax exempt certificate.
 - This can be obtained from the Finance Office.

Using Your Card

- Sales tax may or may not be computed in online purchases.
 - When computed, you may need to contact the online vendor to exempt the purchase from sales tax.
- Be sure that tax exempt purchases are made!
- Each card is set up for specific Merchant Category Codes (MCC), assigned to each user group.

Using Your Card

- Cards are set up with many controls
 - Single purchase amount limits
 - Specific MCC codes
 - Number of authorizations per day
 - Number of authorizations per billing cycle
- Card purchases may be declined if purchase is attempted outside of controls set up.

Using Your Card

- If transaction is declined, immediately contact Customer Service at 800-316-6056 (number on back of your card) for reason.
- Contact Alicia Bouley via phone or email to notify of declined purchase and reason.
- Adjustments to card setup will be made, if necessary.
- Avoid multiple authorization attempts as account may temporarily suspend.

Using Your Card

- Returning Items
 - Contact merchant to determine returning procedures.
 - Make arrangements for return shipping, if necessary.
 - Monitor account online for return credit to account.

Recordkeeping Requirements

- Log into JPM Chase's Smart Data Online (SDOL) program to reconcile your monthly activity.
- Refer to the Cardholder/Supervisor information packet.
- For each transaction posted, you need to:
 - Verify correct merchant, purchase date, and amount matches your receipt or other supporting documentation.
 - Enter a description in the "Expense Description" section of screen.
 - Check the "Receipt Attached" box, for all receipts provided.
 - Select the appropriate Town account number in the "Account Code" box.

Recordkeeping Requirements

- Print monthly Expense Report in SDOL.
 - Sign and date the report.
 - Attach all original supporting documents (receipts, shipping documents, registration forms, etc.) to Expense Report.

- Submit monthly packet to Finance Office no later than the 15th of the month.

Recordkeeping Requirements

- Activity will be posted to Town's financial records by the end of the month in a journal entry batch.
 - Individual transactions will not be posted in the district's accounting records.
- The Town will make one payment to JPMorgan Chase for all card activity for the month.
- Card activity will be audited by Finance Office staff monthly for compliance.
- Expense Reports and supporting documents will be kept in the Finance Office for audit purposes.
- Be sure to keep your purchases within your department's budget limits!

Resolving Discrepancies/Disputing Transactions

- Contact merchant – most issues are easily resolved.
- If unsuccessful, contact JPMorgan Chase Dispute Unit at 888-297-0768.
- You may be asked to complete Dispute Form.
- Dispute must be filed within 60 days of statement date.

Reporting Lost, Stolen, or Damaged Cards

- Contact JPMorgan Chase's Lost/Stolen Department at 800-316-6056 immediately if your card is lost or stolen, or if the account number has been compromised.
 - Replacement card will be issued.
 - Card will be blocked immediately to prohibit unauthorized usage.
 - New card and account number will be shipped and history will be transferred.
- Notify Program Administrator, Cherie Trahan at 429-3344 immediately.

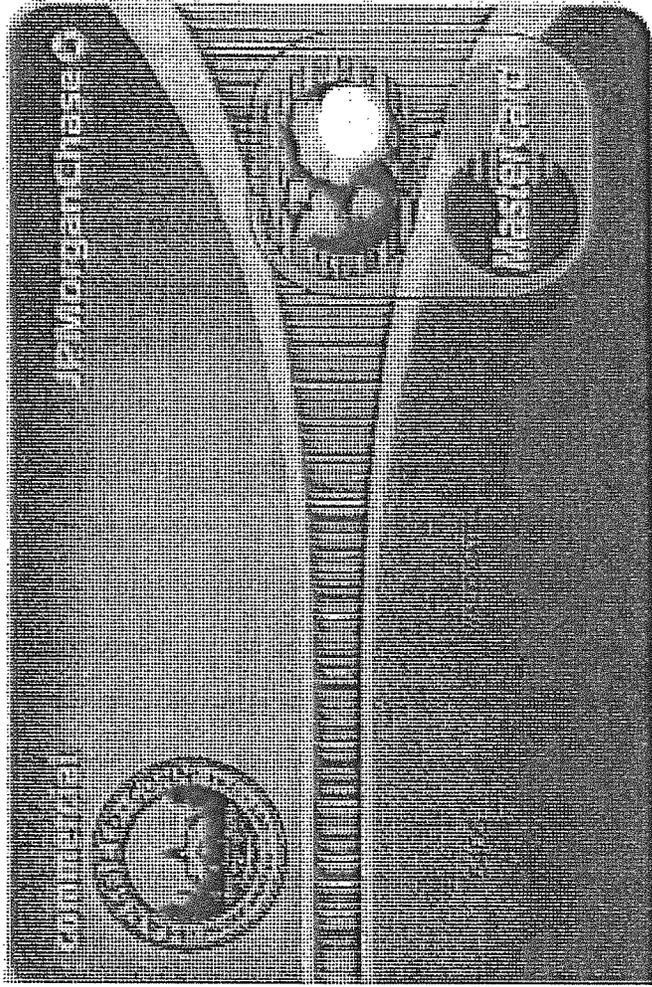
Getting Started

- Review program policies and procedures.
- Read and sign the cardholder agreement.
- Activate your card by calling the number on the sticker on the face of your card.
- Set up your login ID and password on SDOL (see SDOL packet).
- Review your account settings (spending limit, single purchase limit, MCC group, etc.).
- Happy Shopping!

Contact Information

- Customer Service 800-316-6056
- Lost/Stolen 800-316-6056
- Disputes 888-297-0768
- Card Activation On card sticker
- Program Admin:
Cherie Trahan 429-3344 or
Alicia Bouley 429-3366

Town of Mansfield



Questions?

**TOWN OF MANSFIELD
JPMORGAN CHASE PURCHASING CARD PROGRAM
CARDHOLDER AGREEMENT FORM**

By participating in the TOWN OF MANSFIELD Purchasing Card Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Purchasing Card Program. These responsibilities include but are not limited to the following:

1. The Town of Mansfield Purchasing Card is to be used for town/board business expenditures only. The Purchasing Card may only be used under the parameters and procedures established for the Purchasing Card Program which are detailed in the Purchasing Card Policies and Procedures. The Town of Mansfield Purchasing Card **MAY NOT** be used for any personal purchases, business entertainment purposes, or cash transactions.
2. The Purchasing Card will be issued in your name. By accepting the Card, you assume responsibility for the Card and will be responsible for all charges made with the Card. The Card is not transferable and may not be used by anyone other than you, the Cardholder.
3. The Town of Mansfield Purchasing Card must be maintained with the highest level of security. If the Card is lost or stolen, or if you suspect the Card or Account Number has been compromised, you agree to immediately notify the bank and the Town of Mansfield Purchasing Card Program Administrator.
4. All charges will be billed and paid directly by the Town of Mansfield. For each billing period, you must print an Expense Report listing all activity associated with the Card. This activity will include purchases and credits posted during the billing period. While you are not responsible for making payments, you are responsible for the verification and reconciliation of all account activity. If you do not follow the procedures, your card and cardholder privileges will be revoked.
5. Cardholder Accounts are subject to periodic internal control review and audits designed to protect the interests of the Town of Mansfield. By accepting the Card, you agree to comply with these reviews and audits.
6. Parameters and procedures related to the Purchasing Card Program may be updated or changed at any time. The Town of Mansfield will promptly notify you of these changes.

You agree to surrender and cease use of the Card upon termination of employment. In addition, you must surrender and cease use of the Card if you transfer or relocate. You may also be asked to surrender the Card at any time deemed necessary by the Town. Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal.

Employee Acknowledgement:

By signing below, I acknowledge that I have read both the Purchasing Card Policies and Procedures and the Cardholder Agreement and agree to the terms and conditions of these documents. I certify that as a participating Cardholder of the Town of Mansfield Purchasing Card Program, I understand and assume the responsibilities listed above.

Employee Signature

Title

Name (Print)

Date

State of Connecticut Credit Card Use Policy

Scope of this Policy

This statewide policy relates to the use of any and all gasoline cards, telephone calling cards, purchasing cards ("P-Cards"), and other credit cards issued by the State, its agencies, departments or commissions, to state agencies or employees (hereinafter referred to collectively as "State Cards"). State Cards are to be used in conjunction with current state contracts, and with specific agency purchasing policies. Agency policies and procedures with regard to the use of State Cards may be stricter than the guidelines outlined below; however, to the extent that any agency policy or procedure conflicts with this policy, the stricter policy shall govern.

Acceptable Uses, Limits and Procedures

State Cards shall be used solely for official state business. Therefore, State Cards shall not be used for personal or private business purchases. State Cards shall be issued only to individuals who have appropriate purchasing authority. Authorized use of State Cards shall be limited to the person whose name appears on the face of the State Card, or who is specifically authorized by the agency head to use the Card. State Cards shall not be loaned to other individuals.

Each agency and state employee receiving a State Card shall be bound by the limits, policies, and procedures outlined in The State of Connecticut Purchasing Card Program Cardholder Work Rules and the Agency Purchasing Card Coordinator Manual, as they may be amended or revised from time to time. Any and all exceptions to these rules and limits must be approved and documented by the Office of the State Comptroller and the Department of Administrative Services. These manuals are published at:

http://www.das.state.ct.us/Purchase/PCard/P-Card_Work_Rules.pdf

http://www.das.state.ct.us/Purchase/PCard/P-Card_Coordinator_Manual.pdf.

Intentional misuse or fraudulent abuse of any State Card may result in disciplinary action, up to and including dismissal, referral to the State of Connecticut Ethics Commission, and/or criminal sanctions. In addition, the authorized holder of the State Card shall promptly reimburse the state for any unacceptable purchases.

1. P-Cards.

P-Cards, distributed to the agencies under a program co-sponsored by the Department of Administrative Services and the Office of the State Comptroller, may be used for approved state purchases as prescribed by individual agencies.

2. Gasoline Credit Cards.

State-issued gasoline credit cards issued to state employees may only be used to refuel assigned state vehicles pursuant to the policy below. In no event shall state-issued gasoline credit cards be used to refuel personal vehicles.

State vehicles shall be fueled at state-owned stations throughout Connecticut, except when an employee on agency business is unable to obtain fuel at a state-owned station because he or she is:

- (1) working after-hours,
- (2) in an area of the state not served by a state-owned station, or
- (3) prevented from doing so by an emergency or other unforeseeable circumstance.

Under such circumstances, the employee shall be permitted to use a state-issued gasoline credit card to obtain fuel. Under no circumstances shall a state-issued gasoline credit card be used to purchase food, beverages, cigarettes or other personal items.

3. Telephone Calling Cards.

Telephone calling cards shall be used for official State of Connecticut business only. Each agency and state employee receiving a state telephone calling card shall be bound by the limits, policies, and procedures outlined in telecommunication policies issued by the Department of Information Technology.

Liability for Payment

Agencies are liable for all authorized charges made by its employees using State Cards. The agency's accounting unit/business unit is responsible for processing all State Card payments according to the terms of the state contract with the bank issuing the State Card. In addition to disciplinary action, and possible ethical and criminal sanctions for misuse, individual State Card holders are responsible for repayment of improper charges, and have personal liability for misuse.

The State of Connecticut does not accept liability for the following:

- unauthorized use of State Cards,
- account numbers that are fraudulently used, or
- purchases made with stolen or lost cards that are beyond the maximum limit of \$50 and the maximum length of liability of 24 hours after discovery and reporting of card loss or theft.

Auditing and Documentation

All agencies, departments and commissions distributing State Cards shall provide a copy of this policy to each state employee receiving a State Card, and require the employee to acknowledge receipt of the policy by signing.

Agencies and individual State Card holders are responsible for maintaining adequate documentation supporting all State Card purchases. Agencies shall retain such documentation in accordance with the State Librarian's Record Retention Policies.

Documentation shall support the business purpose of all transactions made with State Cards, and shall include the following items:

- Copy of this policy, signed by each State Card holder in the agency
- Copies of order forms, when available
- Packing slips (for goods received)
- Original cashier receipts or vendor invoices
- User logs, when available Agencies shall be responsible for periodically auditing their records to ensure that State Cards are used only by authorized users for official state business.

Security

Agencies shall be responsible for safeguarding State Cards at all times. In that regard, agencies shall ensure that State Cards are kept in accessible but secure locations, and that account numbers on State Cards are not posted or left in conspicuous places. Agencies shall also be responsible for immediately and properly reporting lost or stolen State Cards.

All State Cards shall be returned to the issuing agency, department or commission immediately upon request or upon termination of employment (including retirement).

Name of Agency Representative Name of Employee

Signature of Agency Representative Signature of Employee

Name of Agency

Date Date