

BOISE STATE UNIVERSITY P-CARDHOLDER TRAINING CERTIFICATION

As a p-cardholder, you are responsible for spending university funds wisely and managing your account responsibly. A p-card is provided to employees based on business need; it is not an entitlement nor reflective of title or position. Failure to comply with the university guidelines may result in cancellation of card privileges, reimbursement to the university, or other disciplinary action as stated in university policy.

- Understand what types of purchases are authorized on p-card.
- Obtain receipts and provide a business purpose for each purchase.
- Reconcile your p-card account on or before due date.

PLEASE PRINT YOUR NAME AND DEPARTMENT NAME BELOW:

Cardholder Name:

Department:

REVIEW AND ✓ EACH STEP BELOW:

- Familiarize yourself with the university p-card site <http://vpfa.boisestate.edu/pcard/>
This site provides links to p-card policy, cardholder references, forms, and other p-card information. (Both presentations noted below are available under Cardholder Guides and other cardholder references on the university p-card site)
- Review the **P-Card Policy and Procedure Review 2014-15** presentation: [download and view in ppt](#) – OR – [view/print in pdf](#)
- Review the **Works 4 Navigation** presentation: [download/view in ppt](#) – OR – [view/print in pdf](#)
- I have (or will) attend a **P-Cardholder Workshop training session**.
P-Cardholder Workshop Sessions are offered monthly in conjunction with Employee Learning and Development.
You can enroll at a later date without impacting card issuance.
Enroll online <http://hrs.boisestate.edu/workshops/fiscal-procedures-and-management/>

SIGN AND RETURN THE COMPLETED FORM:

Cardholder Signature:

Date:

Scan/email completed form to P-Cardforms@Boisestate.Edu or fax to Ext 6-1152. Original form is retained by department