



OFFICE OF PROCUREMENT  
900 Hungerford Drive, Suite 110  
Rockville, MD 20850

### Cardholder and Approving Official Training Certification

I certify, as a  *cardholder* or  *approving* official of Montgomery College, that I have successfully completed all required purchasing card training for my level of authority, and that I have read, understand, and will abide by the policies and procedures that govern the use of the purchase card as described in the Montgomery College Purchasing Card User's Guide.

#### **Terms and Conditions for Cardholders:**

I further certify that I:

- will only use the card for official purchases, within the dollar limitations designated for my card, and only when sufficient funds are available
- will only purchase authorized products or services, and will seek guidance from the Purchasing Card Administrator/Office of Procurement before making a purchase in any case where doubt exists as to the legitimacy of a purchase
- will protect the card from unauthorized use, and will immediately report the loss or theft of the card/checks in accordance with Montgomery College and M&T Bank procedures
- will surrender the card upon termination of employment or at any time upon the request of the Plan Administrator
- will comply with all audit requests in a timely manner
- understand that willful misuse of the card may result in immediate cancellation of the card and disciplinary action against me

#### **Terms and Conditions for Approving Officials:**

I further certify that I:

- will examine all cardholder documentation related to card transactions to ensure that purchases are based on a bona fide need
- will resolve any questionable purchases with the cardholder
- will ensure that the cardholder's purchase transactions are properly reconciled with the servicing bank's statement
- will immediately notify the Purchasing Card Administrator of any suspected cases of misuse or fraud

Department \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_