





## Terms and Conditions of Pcard Use

- My purchases with the Pcard create a financial commitment on behalf of Macalester College.
- Striving to obtain the best value for Macalester College will be exercised for all purchases.
- Adherence to Macalester College policies and policy guidelines will be followed.
- Failure to follow the College's policies is considered a misappropriation of Macalester College funds.
- Audits will be performed by Business Services and monitored for compliance to College policies.
- The Pcard is issued in my name and I am responsible for any and all charges against the Pcard, regardless of whether they are made by me or by another individual I authorize to use my Pcard.
- I am not financially responsible for payment nor is my personal credit rating affected by having a Macalester College Pcard issued in my name.
- All purchases are to be delivered to a Macalester College location.
- I will receive a monthly statement, which will report all purchasing activity during the statement period. I will reconcile the statement each month, make any coding changes to the expenses as needed, and resolve any discrepancies by either contacting the merchant or Wells Fargo bank myself.
- Personal charges on my Pcard are considered misappropriation of Macalester College funds and will result in corrective action, up to and including termination of employment.
- Should I use the Pcard for personal purchases, Macalester College shall have the right to collect any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc. Said funds will be deducted from my paycheck and the laws of the State of Minnesota shall govern the enforceability of deductions.
- I will surrender the Pcard immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.
- If my Pcard is lost or stolen, I will notify **Wells Fargo** bank within **one (1) hour** from time of theft by calling **800-932-0036**. After I have reported the loss of my Pcard, I will notify the Macalester College Purchasing & Accounts Payable Manager, Grace Wood at 651-696-6558 or [gwood@macalester.edu](mailto:gwood@macalester.edu)
- **Macalester College is liable for ALL charges that occur from the time a Pcard is lost or stolen until the time the loss is reported to Wells Fargo.** Therefore, I understand that if I do not notify **Wells Fargo** bank immediately within **one (1) hour** from time of loss by calling **800-932-0036**, my department may be held liable for the fraud activity.