

SDSU, BUSINESS AND FINANCIAL AFFAIRS
PROCUREMENT CREDIT CARD PROGRAM
ACCOUNTS PAYABLE, MC 1611

ACKNOWLEDGEMENT AND RESPONSIBILITY

TO: ACCOUNTS PAYABLE

I, the Cardholder, acknowledge and accept responsibility for J.P. Morgan Chase Visa Procurement Credit Card # _____ assigned to me. **I am a San Diego State University employee** and hereby acknowledge that I am responsible for the security of the card, and that if the card is lost or stolen, I must notify J.P. Morgan Chase immediately and then notify my Approving Official and Accounts Payable Manager. I understand and agree to be responsible for the appropriate use of this card for department purchases in accordance with the Procurement Credit Card Program Handbook. Furthermore, I have attended the training and read and understand the PCC Handbook.

I acknowledge I am required to complete an FPPC Form 700, Statement of Economic Interest, should I have any financial interest in any business entity located in or doing business in the agency's jurisdiction in which I, a spouse or dependent children had a direct, indirect, or beneficial interest aggregating \$1000.00 or more at any time during the reporting period. The FPPC Form 700 can be obtained at the following website: WWW.FPPC.CA.GOV. The FPPC Form should be turned in to SDSU Human Resources annually.

I understand that this card is valid only while I am employed in this department and that if I transfer to another department or terminate my employment with San Diego State University, I must relinquish this card to my Approving Official of record.

Printed Name

Signature

Department

Date

Telephone

Approving Official

Oracle Account Number