

## *Did you know:*

### Cardholder Responsibility reminders:

- Purchases must be for the use and benefit of the College and must have an identified business purpose. Remember to enter a description of your purchase in the Memo field when verifying your transaction in Workday. For out of the ordinary purchases provide a brief statement noting the business purpose.
- Safeguard the card and card account number. Only the designed Cardholder named on the card may use the P-Card and neither the physical P-Card nor its number can be shared with or transferred to another CSN employee.
- Never save P-Card information online for future ordering convenience.
- Ensure a Detailed Receipt is attached to your Workday transaction and file it in your P-Card Binder. A credit card slip alone, with the “total only” is not appropriate documentation.
  - A detailed receipt should include the following information:
    1. Merchant name and address
    2. A description of goods purchased
    3. The cost/price of each item
    4. Total amount paid
    5. Ship to Address
- Deliveries may only be shipped to a CSN campus and satellite location. Deliveries to personal addresses are NOT allowed without prior exception approval from the P-Card Office.
- Alert merchants that CSN is tax exempt prior to making your purchase. Please check your receipt before checking out.
- Services are restricted from the P-Card.
- Select a spend category that best fits the item purchased.
- Ensure that commodity approvals are obtained prior to making your purchase; attach it to your Workday transaction and file it in your P-Card Binder.
- Order COVID-19 PPE supplies via the online PPE Ordering System.  
<https://purchasing.csn.edu/Store/Home> Do not purchase these items using your P-Card.