

# Cardholder Liaison Agreement

## *The Purchase/Travel Card*

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The Purchase/Travel Card program is intended to delegate both authority and responsibility for small dollar purchases to front line people in your organization. They are, after all, in the best position to know what they need. However, Rensselaer is expected to be able to demonstrate that we are spending our money wisely. While it is the respective vice-president, dean, chair, or director who has the overall responsibility for ensuring that Rensselaer is best served, the Liaison is the person who monitors the daily operation of the Purchase/Travel Card program for the cardholder's assigned to ensure it can withstand the scrutiny of a public audit. Your vice-president, dean chair, or director has recognized you as a person of high integrity and sound judgment, and has designated you to be a Cardholder Liaison for the Rensselaer Polytechnic Institute Purchase/Travel Card program. This Agreement lists the primary responsibilities of the Cardholder Liaison:

- To comply with the terms and conditions of this Agreement and policies and procedures in effect for the Purchase/Travel Card Program, as outlined in the web-based manual, <http://www.rpi.edu/dept/purchasing/index.html>.
- To promptly review the appropriate email communications and reports, provide assistance to the cardholder in reconciling monthly cardholder statements, and editing transactions prior to completion and posting to department budgets in the Enterprise Resource Planning (ERP) System, as specified in the Purchase/Travel Card Manual.
- To promptly report to the appropriate official any suspected misuse of the Purchase/Travel Card. Such appropriate officials include but are not limited to the leadership staff in the department or division, the Purchasing/Travel Card Administrator, the Controller, or Internal Auditor.
- To ensure that Cardholders promptly report any lost or stolen Purchase/Travel Cards, and to ensure that Cardholders who are leaving employment at Rensselaer return their Purchase/Travel Cards.
- To ensure that Cardholders obtain transaction documents and attach them to their Cardholder Statement of Account, and retain these records for subsequent review and audit.
- To assist reviewers and auditors in examining the Purchase/Travel Card Program.

I have read and fully understand the above responsibilities. I understand that the Department is responsible for all Purchase/Travel Card purchases made by the people in this organization.

### **CARDHOLDER LIAISON:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
E-mail/Department Name