

Georgia State University
Purchasing Card Ethical Use Agreement

I. Overview

As a large public institution of higher education in the State of Georgia, Georgia State University (the "University") is held to a high level of accountability for its business practices. Accordingly, every reasonable effort must be made by all employees to ensure that University funds and assets are used in a responsible and appropriate manner consistent with the University's mission, applicable law, and ethical practice.

Specifically, the University's Purchasing Card program is designed to complement the University's purchasing and payables processes and is used to make small-dollar purchases of goods required to conduct University business. This document sets forth the University's Ethical Use Agreement for employees who agree to conduct fiscal transactions with a Purchasing Card on behalf of the University as a resulting condition of (1) her or his duties or (2) the delegation of the authority to approve fiscal transactions of other employees participating in the Purchasing Card program.

II. Purchasing Card Ethical Use

I, _____, agree that I have a stewardship responsibility with regard to University funds and other assets. I further agree to exemplify ethical standards at all times, to comply with all University and state ethics policies and procedures and laws, and to act in the best interest of the University when using a Purchasing Card. Specifically, I agree to the following terms and conditions:

- A. **Professional Values.** I agree to demonstrate the following professional values in carrying out all fiscal transactions with my Purchasing Card:
1. Strive to exceed the demands for honesty, fairness, and justice in dealings both with and on behalf of the University; and
 2. Exhibit professionalism in the workplace in a manner that will continue to promote the public's confidence in the financial integrity of the University.
- B. **Employment Responsibility.** I agree to comply with the following in the use of my Purchasing Card:
1. Use University funds and assets only for appropriate University business and in accordance with University policies and applicable federal and state laws;
 2. Strictly adhere to the policies and procedures governing the use of the State Purchasing Card as set forth by the state laws, the Georgia Department of Administrative Services (DOAS) guidelines, Board of Regents Business Procedures Manual, Board of Regents Policy Manual, University policies and procedures, and any other applicable laws, policies, or procedures;
 3. Protect privileged or confidential information to which I have access by virtue of my use of Purchasing Card, including, but not limited to, social security numbers, birthdates, addresses, bank information, credit information, student information, etc.;
 4. Not knowingly be a party to or condone fiscal misconduct/corruption – including fraud, waste, or abuse – and to report immediately any occurrences of such activities to the University's Ethics Hotline at 1-888-217-4674;

5. Not use my position to compel another individual to improperly use my Purchasing Card, even if commanded to do so by an individual of higher rank or position;
 6. Comply with the requirements of the State Code of Ethics, as found in Section 45-10-1 et seq. of the Official Code of Georgia Annotated; and
 7. Comply with the requirements of the State Purchasing laws, as found in Section 50-5-50 et seq. of the Official Code of Georgia Annotated.
- C. **Conflict of Interest.** I further agree to actively avoid conflicts of interest by complying with the following:
1. Never discriminating unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accepting, for myself or my family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of my governmental duties;
 2. Disclosing all financial and personal interests as required by University policy; and
 3. Never using any information coming to me confidentially through the use of my Purchasing Card as a means for making personal gain or that would result in a conflict of interest or undue influence in a decision.
- D. **Prohibited Purchasing Card Purchases.** I agree to not make the following types of purchases with my Purchasing Card:
1. Personal items;
 2. Lodging, Transportation, and Meals, except as may be authorized by the Board of Regents Business Procedures Manual Section 3.3.1.(4);
 3. Entertainment expenses;
 4. Alcohol or tobacco products;
 5. Professional services, as detailed in O.C.G.A. § 14-7-2 and the Board of Regents Business Procedures Manual Section 3.1.2.;
 6. Gift cards, gift certificates, or other cash equivalent items;
 7. Food, except as may be authorized by the Board of Regents Business Procedures Manual Section 3.3.1.;
 8. Cash advances, cash refunds, or “store credit;”
 9. Agency (funds held on deposit) or affiliated organization expenditures, except as permitted by the Board of Regents Business Procedures Manual Section 21.4;
 10. Purchases made from units of the institution;
 11. Split purchases designed to circumvent the single transaction limits and procurement requirements; and
 12. Sales tax from vendors within the State of Georgia using institutional funds.

III. Acknowledgement Statement

I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility for adhering to the same during my employment with Georgia State University. I also certify that I have read the laws, policies, and procedures described herein and have had the opportunity to ask any questions regarding such materials to my satisfaction prior to my executing this Agreement.

I further acknowledge that any improper use of my Purchasing Card, or any violation of this Agreement, could result in disciplinary action up to and including termination of my employment with the University, financial restitution, and civil and/or criminal prosecution.

EMPLOYEE ACCEPTANCE OF PURCHASING CARD ETHICAL USE AGREEMENT

Employee Signature

Date

Printed/Typed Name

Telephone Number

Department/Unit Name

Fax Number

Bank of America VISA Purchasing Card number

Email Address

AUTHORIZING OFFICIAL ACCEPTANCE OF PURCHASING CARD ETHICAL USE AGREEMENT

Approving Official Signature

Date

Printed/Typed Name

Telephone Number

Title

Fax Number

Department/Unit Name

Email Address

Report lost or stolen card to Bank of America @ 1-888-449-2273 and DOAS (e-mail to ProcessImprovement@DOAS.GA.GOV) within 24 hours of discovering loss, theft, or fraudulent use. The cardholder's Approving Official and the GSU P-Card Administrator must also be notified.