

# AURARIA HIGHER EDUCATION CENTER

## Commercial VISA Cardholder Agreement

Name:	Date:
Dept:	Employee ID:
Phone Number:	Expiration Date:
Card Number:	Cost Center:
MCC:	Transaction Per Cycle:
Single Transaction Limit:	Cycle Spending Limit:

The Auraria Higher Education Center (AHEC) is pleased to provide you with a US Bank VISA Commercial Card. This card is to be used to pay vendors for allowable purchases (goods and services) costing up to the per transaction dollar limit for the card specified above, which are made to further the business of the State. The card represents AHEC's trust in you as a responsible employee to safeguard and protect its assets. You are responsible to abide by all policies and procedures that govern procurements.

I, \_\_\_\_\_, acknowledge receipt of the Auraria Higher Education Center Commercial VISA Card identified above. As a cardholder, I agree to accept responsibility for the protection and proper use of the Commercial Card as outlined in this Agreement and all relevant rules and policies. I further agree to:

- (1) Use the Commercial Card only for the purpose of paying vendors for allowable purchases of goods and services for official state business;
- (2) Not use the Commercial Card for personal purposes ;
- (3) Not allow others to use the Commercial Card unless the card is under the name of a Department and the user has the proper approval;
- (4) Verify the charges on the Commercial Card and to submit such charges for approval, dispute and/or fraud processing; and

I acknowledge completion of the procurement card training, receipt of the Users' Manual, and affirm that I have read the Manual and understand it and that I will comply with the Program requirements as set forth in the Manual. I understand that my agency is liable to Citibank for all charges made by me.

I understand and agree that AHEC will audit the use of the Commercial Card, and that I will be personally liable for any unauthorized use thereof.

I acknowledge and agree that AHEC has the right, to the extent authorized by law, to deduct any unauthorized charges from: **(a)** my next available pay, if I do not pay back to AHEC any unauthorized charges within 30 days of the date of the statement on which the unauthorized charges appear; **(b)** my subsequent pay, if the deduction from my next pay is not sufficient to repay the full amount of unauthorized charges; and **(c)** my final pay, upon termination of my employment with AHEC or transfer to another State agency; until all unauthorized charges are paid in full.

I understand that in the case of my willful or negligent default of my obligations under this Agreement, AHEC may take any action, in accordance with State Personnel Board rules and other applicable law, for the recovery of unpaid amounts and/or the imposition of appropriate corrective or disciplinary action permitted under the State Personnel Board rules and other applicable law. If the Commercial Card is lost, stolen, or compromised in any manner, I shall immediately notify US Bank Customer Service (**1-800-344-5696**, available 24/7), and AHEC's Program Administrator. Upon notification of my transfer from the AHEC, change in duties, termination of employment, suspension or cancellation of my Commercial Card privileges, I agree to notify AHEC's Program Administrator and to promptly return the Commercial Card to the Department.

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Cardholder \_\_\_\_\_ Date \_\_\_\_\_ Unit Assistant VP \_\_\_\_\_ Date \_\_\_\_\_

**State of Colorado  
Procurement  
Code of Ethics**

Any person employed by the State of Colorado who purchases goods and services, or is involved in the purchasing process, for the State, shall be bound by this code and shall:

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
2. Demonstrate loyalty to the State of Colorado (state organization where employed) by diligently following the lawful instructions of the State of Colorado while using professional judgement, reasonable care, and exercising only the authority granted.
3. Conduct all purchasing activities in accordance with the laws, while remaining alert to, and advising the State of Colorado (state organization where employed) regarding the legal ramifications of the purchasing decisions.
4. Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the State of Colorado (C.R.S., 18-8-308).
5. Identify and strive to eliminate participation of any individual in operational situations where a conflict of interest may be involved.
6. Never solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence, or appear to influence purchasing decisions.
7. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.
8. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the State of Colorado and the public being served.
9. Provide an environment where all business concerns, large or small, majority or minority owned, are afforded an equal opportunity to compete for State of Colorado business.
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.

By my signature below, I \_\_\_\_\_, state that I have read, understand and agree to abide by this Code of Ethics.

I understand that my compliance with these standards is an integral part of my job performance. If I, at anytime, have any questions about the meaning or the interpretation of these standards of conduct, or whether conduct conforms to these standards, I will promptly direct my questions to my supervisor, that person's supervisor or other appropriate individual in my organization.

\_\_\_\_\_  
Cardholder

\_\_\_\_\_  
Date