

BUSINESS OFFICE

P-Card Policy Acknowledgement Form

1/8/26



FORT HAYS STATE
UNIVERSITY

P-Cards are issued in an employee's name and are the property of Fort Hays State University, but the safe keeping, security, and use of the P-Card is the responsibility of the cardholder. Purchases made with P-Cards are to follow all State of Kansas and Fort Hays State University policies and procedures. Cardholders are encouraged to review the full P-Card policy manual at <https://www.fhsu.edu/bus-off/p-card/>.

Food Purchases

Food purchases are only allowed with state funds under specific conditions. It is recommended you read the guidance and information on food purchases at <https://www.fhsu.edu/bus-off/Other%20Policies%20and%20Procedures%20/>. Note that NO food purchases are allowed on the p-card when traveling. Tips on meals/food for hospitality or other events (including grant funded or fees collected) are limited to 20%. State funds cannot be used for additional tipping.

Gifts, Prizes and Awards

Use of state funds to purchase gifts and awards for employees is not permitted under any circumstances. State funds cannot be used to purchase retirement gifts. Employee recognition and thank you gifts/events also cannot be paid with state funds. Click here to review the full <https://www.fhsu.edu/bus-off/Other%20Policies%20and%20Procedures%20/>.

Printing Services

All printing requests, including greeting cards and business cards, are processed through the FHSU Print Shop. Any exceptions must be granted by the Print Shop staff.

Central Purchasing/Office Supplies

Office supplies are purchased through each department's Staples or Amazon accounts. Orders for office supplies from other suppliers must be submitted via the Central Purchasing website.

Technology Purchases

Departments can independently purchase PC/Mac Wireless Mice & Keyboards, Webcams and presentation clickers. All other technology equipment and all software purchases must be processed by Technology Services. More information on Technology purchasing procedures can be found at <https://www.fhsu.edu/technology/purchasing-procedures/>.

Furniture

HON is the supplier contract for furniture purchases. Consult with FHSU Purchasing Office prior to making any furniture purchases outside of the HON contract.

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Important Reminders

- It is recommended that you keep your P-Card in the provided RFID sleeve, in a separate location from your personal cards.
- If you add your P-Card to online payment apps such as Uber, Lyft, PayPal, Amazon, etc., you **MUST** take precautions to prevent any personal charges from being inadvertently charged to the FHSU P-Card.
- If you are authorizing your P-Card to be used by other employees or students, it is suggested that you meet with them to review all the rules and emphasize that they cannot charge anything personal (i.e. room service) to your card, as you are responsible for your card and any violations will impact you.

P-Card Violations

The State of Kansas Department of Administration requires that our P-Card program includes actions taken in the event of a purchase violation. If a P-Card is used for personal purchases or for any purchase that is not allowed per state and university guidelines, even if the purchase was unintentional, the following action will be taken:

- **First offense:** Reimbursement is to be made to Accounts Payable immediately. The cardholder will be sent email notification of the policy violation and reminded of State of Kansas P-Card policies and procedures.
- **Second offense:** Reimbursement is to be made to Accounts Payable immediately. Both the cardholder and their manager will be sent an email notification of the second policy violation and reminded of State of Kansas P-Card policies and procedures.
- **Third offense:** Cardholder's P-Card will be inactivated for one calendar year from the date of the violation.

The Cardholder understands that by accepting the P-Card, signing the cardholder agreement form and this P-Card Policy Acknowledgement Form, they must use the P-Card only for official university business and remain compliant with all university policies and State of Kansas statutes, regulations and policies. Any violations will be subject to the action described in the FHSU P-Card Policy Manual.

Cardholder Printed Name

Cardholder Signature

Date