



## ACTION REQUIRED

**DATE:** April 1, 2026

**FROM:** Michael Hindery, Interim CFO

**TO:** All Purchasing Card Custodians

**SUBJECT:** 2026 Fiscal-Year Purchasing Card Program with Bank of America (BOFA) and Concur

As part of NDNU's continuous improvement process objectives, NDNU uses only the Bank of America (BOFA) purchasing card program. Effective April 1, 2026, all purchasing card activity must be managed through the BOFA P-Card program and processed through the Concur system.

The checklist below confirms to the Finance Office and your supervisor that purchasing card transactions have been reviewed and that the cardholder understands current NDNU requirements for BOFA card use and Concur processing. Please complete this attestation after reviewing transactions in the Concur system. Any discrepancies must be resolved with the Finance Office promptly.

**REQUIRED ACTION – Please complete all sections or as applicable:**

**Section A: Transaction Review in Concur**

- I confirm that all BOFA P-Card charges have been reviewed in Concur and are business-related and accurate.  
**OR**
- I have identified **charges that are in error or not business-related** and have reported them to the Finance Office (Attach documentation if applicable).

**Section B: BOFA P-Card Continuation**

- I would like to continue using a BOFA P-Card and agree to comply with all applicable NDNU policies (complete Sections C and D).  
**OR**
- I would like to discontinue use of the P-Card program and will return/destroy the card per NDNU guidelines (skip Section C).

**Section C: Purchasing Cardholder Agreement (required for BOFA P-Card use)**

- I understand the card is for NDNU-approved purchases only, and I will not use it for personal expenses.
- I agree to regularly reconcile my account to ensure all charges are accurate, supported, and business-related. Any errors will be reported to and promptly resolved with the NDNU Finance Office.

Notre Dame de Namur University | 1500 Ralston Ave. Belmont, CA 94002

[www.ndnu.edu](http://www.ndnu.edu)

Email: [accounts.payable@ndnu.edu](mailto:accounts.payable@ndnu.edu)

3. Per diem rates for meals and lodging during travel shall follow NDNU's established Travel Policy.
4. Improper use of this card can be considered a misappropriation of NDNU funds. This may result in disciplinary action up to and including termination of employment.
5. If the card is lost or stolen, I will immediately notify the card issuer and the NDNU program administrator.
6. I agree to surrender the card immediately upon termination of employment with NDNU.
7. If the card issued is in my name, I will not allow any other person to use it, and I am responsible for all charges.
8. To avoid security risks, I will not add my card to any third-party phone payment applications (e.g., PayPal, Google Pay, Apple Pay).
9. Department cards may only be used within the assigned department and must be reconciled by the designated cardholder or budget manager.
10. All charges will be billed directly to NDNU. Personal charges may be considered misuse and require reimbursement.
11. Charges are assigned to the designated cost center and cannot be changed without management approval.
12. I understand the P-Card is not provided for all employees. Assignment is based on business and travel needs and may be revoked at any time.
13. I will review transactions and upload receipts within three (3) days of the transaction, including sufficient detail to support the business purpose.
14. I will review and submit all transactions in the Concur system with proper coding, receipts, and business purposes within five (5) working days of notification.
15. Missing receipts must be substantiated using the approved Missing Receipt Form. <https://www.ndnu.edu/documents/human-resources/lostreceipt.pdf>
16. I will review my card activity at least monthly, even if no transactions are expected.
17. Failure to comply with these requirements may result in revocation of card privileges and/or reimbursement obligations.
18. I understand that all P-Card transactions must be processed through the Concur system. Transactions are automatically uploaded and must be reviewed, coded, and submitted with required documentation in a timely manner.

#### **Section D: Signature Acknowledgment**

If you have questions or need assistance, please contact **Smita Patel** or **Marek Bachtik** in the NDNU Finance Office.

Once completed, return this signed attestation form to the NDNU Finance Office. **BOFA** P-Cards are the only authorized NDNU purchasing cards, and all related transactions must be processed through Concur.

Thank you for your prompt attention and for supporting sound fiscal stewardship at NDNU

\_\_\_\_\_  
Employee Name:

\_\_\_\_\_  
Manager Name:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approving Manager Signature