



ACTION REQUIRED

DATE: January 5, 2026

FROM: Michael J. Renzi, J.D., VPFA, CFO.

TO: All Purchasing Card Custodians

SUBJECT: New 2026 Fiscal-Year Purchasing Card Program with Bank of America

As part of our continuous improvement process objectives, we are moving away from the ELAN procurement purchasing card program to our current banking P-Card program with Bank of America (BOFA). Therefore, we are requiring all card holders to return their ELAN (old) procurement cards to exchange with the new BOFA P-Cards by no later than **Friday, January 30, 2026**.

Before returning your ELAN P-Card, please ensure all transactions are fully reconciled and completed with your confirmation. **The checklist below completed by you confirms to the Finance Office and your supervisor that the final old card reconciliation is completed before receiving the new BOFA P-Card.** Please complete the reconciliation checklist by reviewing the transactions on the CONCUR platform and by signing below. **Any necessary corrections must be made with the Finance Office before the issuance of the new BOFA P-Card.**

☒ **REQUIRED ACTION – Please complete all sections:**

Section A: Transaction Review and Closeout of ELAN P-Cards

1. ☐ I confirm that **all charges** on the **ELAN (old) P-Cards** are business-related and accurate.
OR
2. ☐ I have identified **charges/transactions that are in error or not business-related** and have reported them to the Finance Office (please provide a printout with this signed attestation document).

Section B: P-Card Continuation for Upcoming Fiscal Year (new BOFA P-Cards)

1. ☐ I would like to **continue using** the new BOFA P-Card for the upcoming fiscal year and will adhere to all applicable policies (review Section C and D below).
OR
2. ☐ I would like to **discontinue use** of the P-Card program and will return/destroy the card per campus guidelines (skip Section C below).

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

1. I understand the card is for company-approved purchases only and I agree not to charge personal purchases.
2. I agree to often reconcile my account within the fiscal year to verify all charges are legitimate business-related expenses supported by receipts and are not in error. Any errors must be corrected immediately by cardholder with the Finance Department.

3. Per diem rates as set by <https://www.gsa.gov/travel/plan-book/per-diem-rates> for meals and lodging during travel shall be used.
4. Improper use of this card can be considered a misappropriation of company 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 my program administrator.
6. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
7. If the card is issued in my name, I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
8. As to avoid security compromises or unintended charges, I will not add my card to any third-party phone payment applications (e.g. PayPal, Google Pay, Apple Pay).
9. If the card is issued to my department, the card shall not be used by anyone outside of my department. Department cards shall be reconciled by either the budget manager or the primary cardholder whose employee ID was used to activate the card.
10. All charges will be billed directly to and paid directly by the company. The bank cannot accept any monies from me directly; therefore, any personal charges billed to the company could be considered misappropriation of company funds.
11. The charges made against my card are automatically assigned to the cost center assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges.
12. I understand the P-card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for business and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
13. I will complete transactions by reviewing them and uploading receipts within 3 days of the transaction with enough detail to explain the business expenses.
14. I will follow the established procedures for use of the card and submit my Statement, with all receipts attached to my Authorized Approver within five working days of distribution of cardholder statements.
15. Any missing receipts should be substantiated by the following form:
<https://www.ndnu.edu/documents/human-resources/lostreceipt.pdf>
16. I will review my card's information at least monthly even if I believe I have not used the card for charges.
17. Failure to do any of the above policy requirements may result in revocation of my use privileges and/or may result either in my purchases being reported as income to me or my purchases being considered personal purchases, therefore requiring me to reimburse NDNU.

Section D: Signature & Exchange Cards

If you have questions about your transactions or need assistance before submitting, contact Mr. David Wilson at the Finance Office. One reconciliation is completed, complete and return this attestation form along with your old ELAN card to the Finance Office and exchange it for your new BOFA card. Thank you for your timely attention and for supporting sound fiscal stewardship.

Employee Signature

Approving Manager Signature