

## Responsibility - Cardholder

- ▶ Keeps card secure
- ▶ **Does not allow anyone else to use card**
- ▶ Uses card in accordance with department rules and regulations and policies
- ▶ Only makes purchases for official business
- ▶ Provides required documentation for purchases both electronically in WORKS and in hard copy attached to the monthly statement.
- ▶ Reviews and reconciles transactions in the Bank of America WORKS system in a timely manner adhering to the 13<sup>th</sup> of the month deadline per cycle.