



Purchasing Card Cardholder Agreement

Card No: _____

I, _____, hereby acknowledge receipt of the above-captioned Procurement Card and of Procurement Card Training completed on _____. I have been provided and have read, a copy of the College's Purchasing Card Procedure Manual. I understand the policies and procedures covered thereby, accept my responsibilities as a Purchasing Cardholder, and agree to agree to abide by all the terms and conditions, policies and procedures governing the Procurement Card.

Please read the following and acknowledge your understanding and acceptance thereof by initialing each line. I further understand that:

INITIAL EACH LINE

- ____ a. I may only use this card for purchases that are approved by the appropriate Budget Authority and that I have authority to make. I agree not to use the card for any personal purchases.
- ____ b. This card may not be used by anyone other than myself, under the conditions described in the Purchasing Card Procedure Manual. If the card becomes lost or stolen, I will immediately notify the issuing bank, then the ACC Purchasing Department and my Supervisor and Budget Authority.
- ____ c. I will not make any purchases with the card unless there are adequate funds available in my department's budget to pay for the purchase.
- ____ d. The College may audit the use of this card and report any misuse or discrepancies to the appropriate Budget Authority and to my supervisor.
- ____ e. Any charges made by me with this card are duly authorized and constitute valid and binding obligations of the College, enforceable against the College.
- ____ f. Purchases made by me shall not result in the violation of any applicable law, regulation, ordinance, judgment, decree, order, policy or procedure.
- ____ g. If I use this card in violation of the College's policies and procedures or in violation of this Agreement, I may be subject to disciplinary action, up to and including termination of my employment with the College.

INITIAL EACH LINE

_____ I agree that the College may deduct from my future paychecks any amount owed to the College through my improper, inadvertent or accidental use of the Procurement Card. This amount will be no greater than the amount of any improper purchases made by me with the card. I also agree to allow the College to collect any amount owed by me even if I am no longer employed by the College.

_____ I understand that the College may terminate my right to use this card at any time for any reason. I agree to return the card to my supervisor immediately upon request or upon termination of my employment in the department/division where I am currently employed.

_____ I acknowledge receipt of a copy of this Agreement and confirm that I have read and understand the terms and conditions of the Purchasing Card Procedure Manual.

Cardholder:

Printed Name: _____ Signature: _____

Datatel ID.: _____ Phone Number: _____ Date: _____

Employee Supervisor:

Printed Name: _____ Signature: _____ Date: _____

Budget Authority Approval:

Printed Name: _____ Signature: _____

Title: _____ Phone Number: _____ Date: _____

GL Account: _____