



## Town of Prescott Valley Purchasing Card Cardholder Acceptance Agreement

The Town of Prescott Valley Purchasing Card Program (Program) is an efficient purchasing tool requiring great financial responsibility. Although the card is issued in your name, it is Town property and should be used with good judgment. The Purchasing Card may be revoked at any time based on change of assignment; or location; or violation of the Program requirements. Your signature below verifies that you have read and understood the Purchasing Card Program Cardholder Manual, the Town Procurement Code, and the related policies and have agreed to comply with them.

1. The card is for business-related purchases only. All purchases made on the card are subject to the Town's Procurement Code and the card's attached limits; splitting a payment to circumvent the attached limits is not allowed. Personal charges are not to be made to the card.
2. The card cannot be loaned to anyone. **Only** the person to whom it is issued is entitled to use the card and is responsible for all charges made against the card.
3. Follow proper card security measures, such as keeping the card stored in a safe location when not being used. Safeguard the card number, PIN number, and expiration date.
4. Retain itemized receipts and proper documentation. A "*Statement of Missing Documentation*" form must be submitted in the unusual circumstance of no receipt or a non-itemized receipt. Failure to keep receipts or to complete the form could result in suspension of card privileges.
5. The cardholder must initiate the follow up on disputed purchases or incorrect orders.
6. Per Diem expenses are not to be charged to the card. Prior to travel, a travel request is to be completed and per diem will be issued via check.
7. The cardholder (or departmental coordinator) must reconcile Purchasing Card statements monthly in accordance with the established timeline. All receipts are then to be given to Finance.
8. A lost or stolen card must be reported immediately by telephone to **Bank of America at 1-888-449-2273** (available 24 hours a day 7 days a week). A report of the lost or stolen card must also be made to the Town Program Administrator by the beginning of the next business day. The Program Administrator will process the replacement card request.
9. The card must be surrendered upon termination of employment (i.e. retirement or voluntary/involuntary termination). No further use of the card is authorized after this point.
10. Any improper use of the card may be considered misappropriation of Town funds, which could result in disciplinary action, up to and including termination. All violations will be documented on the "*Abuse Notification Form*" and may result in suspension of the card for a designated period of time or permanent surrender of the card at the discretion of the Program Administrator.

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**Cardholder Signature**

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**Department/Division Name**

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**Cardholder Printed Name**

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**Last 4 Digits of Card Number**

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**Date**