

Policy 7035

Employee Agreement to Accept a Purchasing Card

The Purchasing Card represents the County's trust in you. You are empowered as a responsible agent to safeguard the County's assets. Your signature below is verification that you have attended a training session, understand the Training Manual/Operating Standards, understand Policy 7035 and agree to comply with them, as well as the following responsibilities:

1. I understand the card is for County-approved purchases only, and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of County funds. This may result in disciplinary action, up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by notification to my supervisor, Fiscal Manager, and the Program Administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card. I will safely secure my card at all times. If the card is not in my physical possession I will assure it is locked in a secured location. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from me directly, therefore any personal charges billed to the County will be considered misappropriation of County funds.
7. As the card is County property, I understand that I may be periodically required to comply with internal control procedures designed to protect County assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. I will receive a Monthly Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
9. I will reconcile my transactions in a timely manner after the billing cycle closes in order to give time for my Supervisor and Fiscal Manager to review all charges. I understand that all approvals and distribution of the accounting codes need to be completed in the Financial System within seven (8) calendar days of the closing of the billing cycle.
10. I understand the purchasing card is not provided to all employees. Assignment is based on my need to purchase materials for efficiency in my work. 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.

Employee Signature

Employee Printed Name

Date: _____