

**PURCHASING CARD CARDHOLDER AGREEMENT**

If issued to an individual Cardholder:

I, \_\_\_\_\_ hereby agree to comply with the purchase card policy and procedures and the following terms and conditions regarding the use of the card. As a cardholder, I have read and understand the Jefferson County Purchasing Card Policy and Procedures.

If issued to the Department:

I, \_\_\_\_\_ as the Elected Official or Department Head agree to make sure that anyone that uses the card understands and complies with the purchase card policy and procedures and the following terms and conditions regarding the use of the card. As the Elected Official or Department Head, I have read and understand the Jefferson County Purchasing Card Policy and Procedures.

I understand that I am being entrusted with the purchasing card. I will be making financial commitments on behalf of Jefferson County. I will obtain the best value for Jefferson County by using the card wisely and with discretion.

I agree to use this card for official approved purchases only, I fully understand that misuse or abuse of the card will result in revocation of the card and appropriate disciplinary action which may include termination of my employment.

I agree to return the card immediately upon request or upon termination of employment. Should I be transferred, qualify for extended leave or undergo organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately and arrange for issuance of a new card as may be appropriate.

I agree to immediately notify the Finance Department if my issued P-Card is lost or stolen; or if I have knowledge of any violation of the Purchase Card Policy and Procedure or any other policy or procedure governing the use of the P-Card; or if I unintentionally use the card for a personal transaction or other unauthorized purchase.

_____ Employee	_____ Date	_____ Department
_____ Elected Official/Department Head	_____ Date	
_____ Name on the Card	_____ Limit	