

ECTOR COUNTY
PURCHASING CARD PROGRAM EMPLOYEE AGREEMENT

The Purchasing Card Program is a mutual effort intended to delegate both authority and responsibility for small dollar purchases to the front line user who are in the best position to know what they need. However, as a public entity Ector County is expected to be able to demonstrate to the public that we are spending our money wisely. All participants are responsible to ensure that the Purchasing Card Program can withstand the scrutiny of the press, the public, and internal auditing.

Your participation in the Purchasing Card Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered County property and should be used with good judgment. Your signature below verifies that you have read and understand the **Purchasing Card Program Policy and Procedures** and specifically agree that:

- My card may be revoked at any time based on change of assignment or at the County's sole discretion.
- The card is for business-related purchases only; **personal charges shall not be made to the card.**
- I am the only person entitled to use my card and that I am responsible for all charges made against the card.
- **That improper use of the card can be considered misappropriation of County funds which may result in disciplinary action.**
- All charges are billed directly to and paid directly by the County. Any personal charges on the card will be considered misappropriation of County funds since the cardholder cannot pay the bank directly.
- I am expected to comply with internal control procedures in order to protect County assets. This includes following all Purchasing Card Policies and Procedures, keeping vendor receipt/invoices, reconciling the Purchasing Card monthly transaction statements, and following proper card security measures.
- I am responsible for reconciling the Purchasing Card monthly transaction statement and resolving any discrepancies by contacting the supplier or CitiBank Customer Service.
- A lost or stolen card will be reported immediately by telephone to CitiBank Customer Service at (800-248-4553), your supervisor, Department Head/Elected Official and the Program Administrator at the Purchasing Department.
- I will surrender my card upon the revocation from the Purchasing Card Program or termination of employment and that no further use of the Purchasing Card will be authorized.
- The Purchasing Card is to be used for Ector County business purposes only and is not to be used to circumvent any State Statutes and/or County Policies.
- **Failure to comply with the Purchasing Card Policies and Procedures may result in the privileges being revoked and/or disciplinary action taken, up to and including termination of employment.**
- **Any disallowed purchases shall be reimbursed to the County, or may be deducted from my paycheck, or my paycheck may be withheld until all reimbursements and/or deductions have been completed to the satisfaction of the County.**

I (The Cardholder) have read and understand the use of this card and will fully adhere and comply to the Purchasing Card Policies and Procedures.

Cardholder: (Printed Name), (Signature), (Date)

I (Department Head/Elected Official) am responsible for the Cardholder meeting all the requirements specified for the use of the card.

Department Head/Elected Official: (Printed Name), (Signature), (Date)

Program Administrator/Purchasing Agent: (Printed Name), (Signature), (Date)

Copy to: Cardholder, Department Head/Elected Official