

DOUGLAS COUNTY PURCHASING CARD AGREEMENT

You are being entrusted with a Douglas County Purchasing Card, issued by J.P. Morgan Chase. This card is provided to you based on your need to purchase supplies and/or services for Douglas County. This card is not an entitlement nor reflective of your title or position and may be revoked at any time. Your signature below indicates that you have read, understood, and will comply with the terms and conditions of this agreement and all applicable County policies.

- 1) I understand that I will be making financial commitments on behalf of Douglas County Government. I will strive to obtain the best value for the County when I use my purchasing card.
- 2) I have read and understand the Purchasing Card Policy. In addition, I certify that all purchases will be within my spending authority and I will adhere to all other County policies that may be applicable to any and all purchasing card transactions.
- 3) I understand that under no circumstances will I knowingly use my purchasing card to make purchases for personal, family, or household purposes either for myself or for others. If any such charges are inadvertently made, I will contact the Program Administrator and reimburse the County immediately.
- 4) I acknowledge that my purchasing card is issued in my name. I am considered responsible for any and all charges made against my card. I will not allow any other person to use my card or have access to my purchasing card number.
- 5) I will do my best to ensure that Colorado state and local sales tax is not included before signing for any expenditure.
- 6) I am responsible for the timely (within fourteen (14) calendar days) review and submission of my purchasing card statement and all receipts/back-up documentation. The timely review and submission of my purchasing card statement is considered to be a best practice; failure to do so could result in the cancellation of my purchasing card.
- 7) If I transfer to another division/department I will notify the County Program Administrator of that change. If my employment at Douglas County Government terminates, whether for retirement, voluntary, or involuntary reasons, my purchasing card and all related documentation and outstanding receipts will be immediately returned to my department representative, the Program Administrator, or the Human Resources Department.
- 8) I understand that if my purchasing card is lost or stolen I will notify J.P. Morgan Chase Purchasing Card Service Center @ 800-316-6056 and a Program Administrator @ 303-660-7430 immediately.
- 9) I understand that failure to follow all County policies could be considered a misappropriation of County funds and therefore may result in either the revocation of my purchasing card use privileges or other corrective action, up to and including termination.

Cardholder Name (Print)

Cardholder Name (Signature & Date)

D.C. Purchasing Card Number

Single Transaction
Limit

Monthly Credit
Limit

I authorize the issuance of a County Purchasing Card to the above-mentioned individual and understand that it is my responsibility to ensure that said purchasing card statements are reviewed and approved appropriately.

Cardholder Supervisor (Print)

Cardholder Supervisor (Signature & Date)

Department Director/Elected Official (Print)

Department Director/Elected Official (Signature & Date)