



Purchasing Card Agreement

Your participation in the City of Maple Heights' Purchasing Card (P-Card) is an agreement that carries responsibilities along with it. Although the P-Card is issued in your name, it should be considered city property and should be used in good judgment. Your signature below is verification that you understand the P-Card Policy and Procedures and agree to comply with all rules, regulations, policies, and procedures of the program, as well as the following responsibilities.

- 1) I understand the card is for approved purchases only and I agree not to charge personal purchases. Improper use of this card can be considered misappropriation of funds. This may result in disciplinary action up to and including termination of employment.
- 2) I understand that the City of Maple Heights is not responsible for any charges made on a P-Card that are found to be unauthorized, inappropriate, undocumented, or violate any city policy as set forth in the policies and procedures. I agree that I am solely responsible for such charges and will reimburse the City of Maple Heights upon demand for any charges arising from such misuse.
- 3) I understand that I am fully responsible for all charges made by myself and any authorized users that I approve to use the card.
- 4) I understand that the City of Maple Heights will monitor and audit my use of the P-Card.
- 5) Cardholders are expected to comply with internal control procedures to protect city assets. This includes keeping receipts, reconciling P-Card transactions and following proper P-Card security measures.
- 6) Cardholders are responsible for resolving any discrepancies by contacting the merchant or the bank.
- 7) If the card is lost or stolen, I will immediately notify the bank. I will confirm reporting the lost or stolen card by contacting the Finance Department as soon as possible thereafter.
- 8) I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
- 9) I understand that by using the P-Card, I will be making financial commitments on behalf of the City of Maple Heights.
- 10) I understand that a card is not necessarily provided to all employees. Assignment is based on business needs. 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 Printed Name

Date

Employee Signature

Date

Finance Department's Office Use Only:

Finance Department Review of Policy with Employee and Issuance of Purchasing Card (P-Card):

Signature and Title

Date