
SECTION 9: APPENDIX A

Purchasing Card Program Cardholder Agreement

Your participation in the City of Marco Island Purchasing Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it is City property and should be used with good judgement. Your signature below verifies that you understand the City's Purchasing Card policies and procedures and agree to comply with them.

1. The purchasing card is provided to employees based on their need to purchase business related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for City business related purchases only. Personal charges are not to be made to the card.
3. You are the only person entitled to use the card and are responsible for all charges made against the card.
4. Improper use of the card can be considered misappropriation of City funds that may result in disciplinary action up to and including termination.
5. All charges are billed directly to and paid directly by the City. Any personal charges on the card could be considered misappropriation of City funds.
6. Cardholders are expected to comply with internal control procedures in order to protect City assets. This includes keeping receipts, assistance in reconciling purchasing card monthly statements and following proper card security measures.
7. Departments are responsible for reconciling their purchasing card monthly statements and resolving any discrepancies by contacting the supplier or the bank.
8. A lost or stolen card should be reported immediately by telephone to Fifth-Third Bank at 1-866-475-0729 (available 24 hours a day 7 days a week). A report of the lost or stolen card should also be made to the Purchasing Card Administrator by the beginning of the next business day.
9. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination) or transfer. At this point, no further use of the account is authorized.

I, _____, hereby acknowledge receipt of the City of Marco Island Purchasing Card Policies and Procedures document and confirm that I have read and understand its terms. As a Cardholder, I agree to comply with said document and understand that the City of Marco Island is liable to Bank Issuer for all City of Marco Island approved purchases.

Cardholder Signature: _____

Date: _____

Cardholder Department: _____

CITY'S P-CARD ADMINISTRATOR:

I acknowledge that the above Cardholder has been issued a City of Marco Island Purchasing Card.

Last 8 digits of the card number: _____

Signature: _____

Date: _____