

The undersigned, as an approved Purchase Card (P-Card) holder, County Purchasing Agent, or County Approving Official, **fully understand and agree to the following terms and conditions regarding the use and safekeeping of the P-Card(s) entrusted to me:**

1. I accept full personal responsibility for the safekeeping of all P-Cards assigned to me, and I understand that absolutely no one, other than myself, is permitted to use the P-Card(s) assigned to me.
2. I understand I will be making financial commitments on behalf of the County and will obtain fair and reasonable prices;
3. I have received training and agree to follow all procedures established for use of the P-Card;
4. I shall not use the P-Card for any non-County related business, unauthorized purchases, personal purchases, or cash advances or approve any such purchases or advances;
5. I will immediately report the theft or loss of the P-Card to Bank of America at (888) 449-2273, and to the County Purchasing Agent and County Clerk;
6. I understand the use of the P-Card does not exempt me from requirements to obtain certain supplies from required sources as set forth in statutes and P-Card procedures;
7. I shall surrender my P-Card(s) upon (a) transfer to another department; (b) termination of employment with the County; or, (c) request of my supervisor, County Clerk, County Purchasing Agent, or the State Purchasing Director;
8. I understand any purchases made by me or approved by me shall be recorded and reviewed in management reports, for payments, and possible discrepancies and appropriateness of purchase. Further, I acknowledge that I shall have personal liability for any inappropriate purchases made by me or approved by me and agree to reimburse the County for such purchases; and will abide by Ethics Commission Rules;
9. I understand I cannot use the P-Card as a financial reference to obtain personal credit cards or loans;
10. I understand I am personally responsible for obtaining all or requiring all purchase and credit documents (i.e., receipts, invoices, packing slips, receiving documents, disputes, etc.) and submitting them in accordance with County P-Card Procedures;
11. I will use the P-Card only within the limits and restrictions placed upon it unless the County Purchasing Agent or State P-Card Administrator has temporarily lifted same due to an emergency situation or other unique circumstance;
12. The County Clerk and County Purchasing Agent agree to review billings for each billing cycle in accordance with the County P-Card Procedures and to immediately report any discrepancies, inappropriate purchases, or any knowledge of violations of the items enumerated above to the Board of County Commissioners and the State P-Card Administrator.
13. I understand failure to follow any of the above listed terms & conditions or, if found to have misused the P-Card in any manner, may result in (a) revocation of the privilege to use the P-Card; (b) disciplinary action; (c) termination of employment; and/or (d) criminal charges, being filed with the appropriate authority.

My P-card Program Role is:     Cardholder                                     County Clerk                                     Purchasing Agent

Cardholder Name (Printed/Typed)	Cardholder Signature	Date Signed
<b>As County Clerk, or Deputy County Clerk, or County Purchasing Agent, I hereby agree to the above terms and conditions and take full administrative responsibility pursuant to the County Purchase Card Procedures for the action(s) of the Cardholder(s).</b>		
County Clerk or Deputy (Printed/Typed)	County Clerk or Deputy Signature	Date Signed
County Purchasing Agent (Printed)	County Purchasing Agent (Signature)	Date Signed

# RECEIPT FOR P-CARD

Printed name of cardholder: \_\_\_\_\_

**Dollar and transaction limitations for this cardholder:**

Dollars per transaction\* \_\_\_\_\_

Dollars per cycle ("month") \_\_\_\_\_

\*There is no P-Card transaction limit for purchases from a Statewide Contract, utilities, interagency payments, and professional services as defined in Title 18 O.S. §803. Any other State P-Card transaction shall not exceed Twenty-Five Thousand Dollars (\$25,000.00).

I have reviewed and understand the dollar limitations on my p/card and I acknowledge receipt of the P-Card.

\_\_\_\_\_  
Employee Signature Date Card Received

P-Card Account No. (Last 6 digits only): \_\_\_\_\_

Verification Number (Last 4 digits only): \_\_\_\_\_

County Department/Office: \_\_\_\_\_

Cardholder Telephone Number: \_\_\_\_\_

Cardholder Work Location: \_\_\_\_\_

\_\_\_\_\_  
Office Address City & State Zip Code

County Clerk: \_\_\_\_\_  
Name Phone

**The County Purchasing Agent must complete and maintain the following information for each P-Cardholder, County Purchasing Agent, County Clerk.**

Initial OMES Training Date: \_\_\_\_\_ Card Order Date: \_\_\_\_\_

Initial Entity Training Date: \_\_\_\_\_ Card Cancellation Date: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_ Card Compromise Date: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_ Date Works Account Deactivated: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_

Periodic Internal Training Date: \_\_\_\_\_

Employee Termination Date: \_\_\_\_\_

Card Destruction Date: \_\_\_\_\_

Copy of completed form and/or card receipt provided to employee on \_\_\_\_\_