

Commonwealth of KY Procurement Card Cardholder/Custodian Usage Agreement

Your participation in the Procurement Card Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered Commonwealth property and should be used with good judgment. Your signature below verifies that you understand the Program guidelines outlined below 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. You are the only person entitled to use the card. If the card is identified as a custodial/department card, follow the protocol identified in the Procurement Card Program Policies & Procedures Guide. You are responsible for all charges made against the card.
3. The card is for business-related purchases only. Personal charges are not to be made to the card.
4. You should understand that improper use of this procurement card may result in disciplinary action, up to and including termination. You should also understand the reason for the issuance of this procurement card, and accept responsibility for ensuring the compliance with 200 KAR 5:021.
5. Cardholders are expected to comply with internal control procedures of their agency and policies and procedures of the Finance and Administration Cabinet. This includes turning receipts into Program Administrator, entering purpose and description via the issuing bank's on-line website for each transaction and submitting for approval.
6. Electronically signing (i.e. submitting transaction for approval) via the issuing bank's on-line website certifies that all purchases listed were for goods and/or services received by the Commonwealth and for the use and benefit of the Commonwealth.
7. Cardholders are responsible for reconciling their transaction and resolving any discrepancies by reporting disputes to the supplier first and then the bank. Fraud should always be reported to the bank via telephone. The difference between a dispute and fraud can be found in the Procurement Card Program Policies & Procedures Guide.
8. A lost or stolen card should be reported immediately by telephone to issuing bank.
9. A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.
10. By signing below I acknowledge receiving a copy of the Finance and Administration Cabinet's policies and procedures for procurement cards (FAP 111-58-00). I have also received training on cardholder responsibilities from my agency.
11. By signing below I certify that all purchases will be for the use of the Commonwealth and not for personal use. Each purchase will be authorized by my agency. Merchant receipts and documentation to support charges will be sent to my agency's program administrator. And proper reconciliation will be completed in the issuing bank's on-line system.

Cardholder/Custodian Signature	Date	Program Administrator Signature	Date
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Cardholder Printed Name

Program Administrator Printed Name