

**Commonwealth of KY  
Procurement Card Agency Travel Card Agreement**

An agreement is hereby established between the Office of the Controller and \_\_\_\_\_ (Procurement Card Site) for the issuance of Procurement Travel Card(s) within the Commonwealth's Procurement Card Program. By signing this agreement, the Procurement Card Site agrees to comply with all terms and conditions of [FAP 111-58-00](#), procedures as established in the Procurement Card Program Policy and Procedures Guide, and the Travel Cardholder Agreement related to the responsibilities associated with the travel card for authorized and approved business travel. The Travel Card is to be used only for Commonwealth employee travel related expenses. This agreement does not circumvent, supersede, or replace the requirement for obtaining all appropriate travel authorizations prior to purchase. The Agency is responsible for all charges made by all travel cardholders authorized by the Procurement Card Site, as indicated in the guide. The Agency shall be responsible for the protection and proper use of the travel card(s) assigned to its employees and shall ensure employees of the Department participating in the program have proper tools and documentation to reconcile transactions.

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Agency/Department Head Signature

Printed Name

Date

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PCard Site Name

Company Number

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Controller Staff Signature

Printed Name

Date

*Reference: FAP 111-58-00 3.e.1.*

*Original retained by Controller's Office*