

Procurement Card Program Agency Agreement

The Office of the Controller (“Controller”) is pleased to enter into this agreement with _____ (“Agency”) on the Procurement Card Program. It represents the Controller’s trust in an Agency to safeguard and protect the assets of the Commonwealth. The Controller agrees to train the Procurement Card Program Administrator; download the daily file of transactions in coordination with the Commonwealth Office for Technology and load the file into Commonwealth’s financial system. The Procurement Card Program Administrator agrees to ensure that the Procurement Card Site Administrators, Supervisors/Approvers, Cardholders, Custodial Card Custodians and Custodial Card Users understand the responsibilities outlined in the Procurement Card Program Policies and Procedures Guide (the “Guide”).

The Agency agrees to comply with all terms and conditions of this Agreement and the applicable provisions of the Procurement Card Program Policy and Procedures Guide provided and as such Guide may subsequently be revised. The Agency acknowledges receipt of the Guide and confirms that all terms and conditions are understood. The Agency is responsible for all charges made by cardholders authorized by each Procurement Card Site (“Site”) listed on this Agreement, as indicated in the Guide.

The Agency shall ensure all Sites under listed this Agreement be responsible for the protection and proper use of procurement cards assigned to its respective employees as outlined in the Guide and shall ensure said employees have access to associated transactions and reports needed to accomplish the requirements outlined in the Guide. The Agency understands and agrees that the Office of the Controller has the authority to audit the use of all Procurement Cards, and will cooperate fully with the Office should an audit occur.

The Agency understands and agrees that the Office of the Controller may terminate their right to use procurement cards at any time for any reason. In the event of such termination, the Agency agrees to immediately return all procurement cards assigned to its employees to the Office of the Controller.

ID	Company #	Dept #	Site Name	Single Purchase Limit
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ID	Company #	Dept #	Site Name	Single Purchase Limit
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AGENCY

Agency Head Signature: _____

Printed Name: _____ Date: _____

PROCUREMENT CARD PROGRAM ADMINISTRATOR

Admin Signature: _____

Printed Name: _____ Date: _____

OFFICE OF THE CONTROLLER

Controller Signature: _____

Printed Name: _____ Date: _____