

## Procurement Card Program Custodial/Department Card Agreement

An agreement is hereby established between the Office of the Controller and \_\_\_\_\_ (Procurement Card Site) for the issuance of custodial/department cards. By signing this agreement, the Procurement Card Site agrees to comply with all the terms and conditions identified in FAP 11-58-00 and procedures as established in the Procurement Card Program Policy & Procedures Guide (Guide) related to the responsibilities associated with the custodial card. The Agency is responsible for all charges made by all custodial/department card custodians authorized by the PCard Site, as indicated in the Guide. The Agency shall be responsible for the protection and proper use of the custodial/department cards assigned to its employees and shall ensure employees of the Department participating in the program have proper tools and documentation to reconcile transactions.

### **DEPARTMENT**

Dept. Head Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

PCard Site Name: \_\_\_\_\_

Company # \_\_\_\_\_

### **OFFICE OF THE CONTROLLER**

Controller Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_