

Commonwealth of KY

Agreement for Use of Custodial Card

Your participation in the Procurement Card Program is a convenience that carries responsibilities. This Card is 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 the 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 while in your possession.
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 compliance with 200 KAR 5:021.
5. Card users 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 in to Program Administrator and/or Custodial/Department Card Custodian.
6. A lost or stolen card should be reported immediately by telephone to issuing bank.
7. 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.
8. 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/or Custodial/Department Card Custodian.

Cardholder/Custodian Signature

Printed Name

Date

Signature of Designated Employee for Card Use

Printed Name

Date