

**CITY OF TOPEKA, KANSAS
PURCHASING CARD CARDHOLDER AGREEMENT**

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| <i>Name of Cardholder:</i> | <i>Cardholder Business Address:</i> |
| <i>Department/Division Name</i> | <i>Cardholder Business Phone Number:</i> |
| <i>Supervisor's Name & Title:</i> | <i>Supervisor's Phone Number:</i> |

Cardholder agrees to accept responsibility for the protection and proper use of the City's VISA Purchasing Card, referred to as P-Card, in accordance with the terms and conditions below:

1. Cardholder agrees to provide supporting receipts from the vendor and a transaction log for each transaction as designated under the Policy. Failure to report or document any purchase may be deemed misuse of the P-Card.
2. If the card is lost or stolen, Cardholder shall notify the Department P-Card Coordinator immediately.
3. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the proper use of the P-Card.
4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the P-Card and agrees to reimburse the issuer of the card (City) for any such misuse (unless such misuse occurs as the result of a lost or stolen card, which was immediately reported as required in paragraph 2), including fees and interest assessed against the improper purchase. Cardholder understands that his/her misuse of the P-Card is considered cause for disciplinary action by the City, which may include termination, and that misuse of the P-Card may subject Cardholder to criminal prosecution.
5. Cardholder understands that should his/her employment with the City be terminated for any reason, the P-Card must be returned to the department P-Card Coordinator. Cardholder understands that the City may withhold his/her final paycheck until the P-Card is returned. Cardholder also understands that the City may withdraw authorization to use the P-Card and require the return of the P-Card at any time for any reason.
6. Cardholder understands that use of the P-Card is for the purchase of commodities, services and non-inventory capital items only of less than \$2,000.00 per transaction, subject to individual card limitations on expenditures, and only those items purchased for use in official City business. All purchases must comply with City accounting and purchasing statutes, regulations, policies and the P-Card policy. Items on contracts may be acquired from the contract vendor with the P-Card. The following items may not be purchased with the P-Card; however, this list is not all-inclusive:

- * Alcoholic beverages
- * Automotive repairs (except those authorized by and through Fleet Services)
- * Computer hardware and software (No exceptions)
- * Hazardous materials
- * Capital purchases (subject to inventory)
- * Telephones and related equipment (No exceptions)
- * Construction, renovation or installation
- * Purchases involving trade-ins
- * Gasoline (No exceptions)
- * Items for personal use
- * Hospitality or entertainment
- * Weapons and ammunition

If in doubt that a purchase using the P-Card is authorized under this agreement, Cardholder understands that he/she should seek prior approval from the Department P-Card Coordinator. Such approval presumes the proper use of the P-Card.

7. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the P-Card; has received, read and understands the City's Procurement Card Policy and has read and understands this agreement.

Cardholder signature: _____ Date: _____

Limit per Purchase: _____ (not to exceed \$2,000)

Cycle Credit Limit: _____ (not to exceed without authorization)

Approval: Print Name: _____ Title: Department Head

Signature: _____ Date: _____

Approval: Print Name: _____ Title: Department P-Card Coordinator

Signature: _____ Date: _____

For P-Card Administrator Use Only

Approval: Print Name: _____ Title: Purchasing Card Administrator

Signature: _____ Date: _____

Know your limits! Check your P-Card account status at the Commercial Card Center:

https://www.statementlook.com/stlk/pst?cid=aaaa3027001&pid=state&trantype=stmt_signin

City of Topeka Food Policy:

http://www.topeka.org/local/pdfs/policies_procedures/P112%20Food%20and%20Refreshment%20Policy.pdf