



Agreement to Accept a Purchasing Card

Revised: 3/07/14

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE MANATEE COUNTY PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL COUNTY BUSINESS ONLY.

Your participation in the Manatee County Government's Purchasing Card Program is a convenience that carries responsibilities along with it. Although the Purchasing Card is issued in your name, it should be considered Manatee County Government's property and should be used with good judgment. Your signature below verifies that you understand the Program Procedures and the 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 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 and are responsible for all charges made against the card.
3. Improper use of the card can be considered misappropriation of Manatee County Government's funds which may result in disciplinary action, up to and including termination.
4. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary action up to and including termination of employment and prosecution to the extent permitted by law. Further, I will immediately reimburse the County for the full amount of the unauthorized purchase. If immediate payment is not received, I hereby authorize the County to deduct the amount of the unauthorized purchase from my paycheck via payroll deduction under a reasonable payment plan. I understand that the County shall determine in its sole discretion the reasonableness of the amount of the installment under the payment plan. Also, in the event of my separation from employment for any reason, any remaining amount owed to the County due to an unauthorized purchase shall become immediately due and payable by me and may be deducted from my final paycheck or other money which may otherwise be due and owing me.
5. Accountholders are expected to comply with internal control procedures in order to protect Manatee County's assets. This includes keeping receipts, reconciling Purchasing Card monthly statements and following proper card security measures.
6. I have been advised where to locate the Purchasing Card Procedures and I attended training on 11-30-20 and understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
7. I agree to review and reconcile transactions promptly and will maintain all applicable information and receipts.
8. If my Purchasing Card is stolen, I will immediately report the stolen card to Bank of America Fraud (866.500.8262), and notify the Purchasing Card Administrator within one business day following the reported lost or stolen card.
9. If I have questions or doubt regarding a purchase or Manatee County sales tax exemption, I will contact my department Proxy Reconciler or the Purchasing Card Administrator before completing the transaction.
10. I acknowledge that my spending limit is \$ 2,500 Single Transaction and \$ 10,000 Monthly, and that I have received my Purchasing Card.

Kevin Van Ostenbridge *[Signature]* BOCC 11-30-20

Name (print)

Signature

Dept

Date