

BUSINESS PROCUREMENT CARDHOLDER AGREEMENT

Name of Cardholder:	Cardholder Business Address:
Cardholder Social Security Number:	Cardholder Business Phone Number:
Department Name & Number:	
Supervisor's Name and Title:	Supervisor's Phone Number:

Cardholder agrees to accept responsibility for the protection and proper use of the Business Procurement Card (BPC) in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the BPC Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the BPC.

2. If the card is lost or stolen, Cardholder shall notify the Card Coordinator immediately.

3. Cardholder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.

4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use 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 improper use of the BPC may be cause for disciplinary action by the Agency including termination and that improper use of the BPC may subject Cardholder to criminal prosecution. Cardholder understands that Agency may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Kansas warrant which may be payable to Cardholder.

5. Cardholder understands that this BPC is authorized for the purchase of:

- Automotive BPC Card** – Vehicle Fuel and minor vehicle repairs limited to \$1,000 per purchase.
- BPC Card** – Commodities, capital outlay items and contractual service items (coded in 2000, 3000 and 4000 series of object codes) limited to \$5,000 per purchase.
- Basic BPC Card with Conference Registration Option** – Must be preapproved by the Division of Accounts and Reports and limited to \$5,000 per purchase.
- BPC Contract Account (Cardless Account)** – Commodities, capital outlay items and contractual service items (coded in 2000, 3000 and 4000 series of object codes) included on statewide open-end contract. Dollar limit per purchase is negotiated with UMB Bank for each account.
- BPC Registration Account (Cardless Account)** – Limited to central office or key business unit accounts for the payment of registration fees. Dollar limit per purchase is negotiated with UMB Bank for each account.
- BPC Direct Lodging (Cardless Account)** – Limited to central office account for the payment of direct lodging charges. Dollar Limit per purchase negotiated with UMB Bank.
- BPC Airfare and Car Rental Account (Cardless Account)** – Limited to central office account for the payment of airfare, car rental, registration and direct lodging charges. Dollar limit per transaction negotiated with UMB Bank.

6. Cardholder understands that should his/her employment with Agency terminate for any reason, the BPC must be returned to the BPC Coordinator. Cardholder understands that Agency may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that Agency may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.

7. Cardholder understands that use of the BPC is subject to individual card limitations on expenditures for use in official state business. All purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the Card. Items on state contracts may be acquired from the contract vendor with the BPC. The following items may not be purchased with the BPC, however, the list is not all inclusive:

- Alcoholic beverages
- Business cards
- Cash advances
- Construction, renovation or installation
- Food (1)
- Hospitality or entertainment (1)
- Honorariums (including reimbursement of travel expenses)
- Incentive earnings (ward or inmate)
- Personal items
- Purchases from other State agencies – Payment for purchases from other State agencies should always be processed as interfund transactions (e.g., items purchases from Kansas Correctional Industries, etc.).
- Real estate leases
- Recruitment expenses
- Travel, travel related expenses (Registration transactions are not prohibited; direct bill lodging, airfare and car rental transactions are specifically prohibited unless the agency has received prior approval from the Division of Accounts and Reports. Also, meals are always prohibited BPC transactions.)
- Weapons and ammunition (except for law enforcement purposes)

(1) Except as noted in the State's General BPC Procedures

If in doubt that a purchase is authorized under this agreement through the use of the BPC, Cardholder understands that he/she should seek prior approval from the agency BPC Coordinator. Such approval assumes proper use of the BPC.

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

Cardholder signature: _____ Date: _____

For Agency Use Only

Limit per Purchase: _____ (not to exceed amount specified on previous page)

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

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Approval: Print Name: _____ Title: BPC Coordinator

Signature: _____ Date: _____