

**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 Procurement Card (P-Card) 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 P-Card Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the P-Card.

2. If the card is lost or stolen, Cardholder shall notify the P-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 P-Card 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 P-Card may be cause for disciplinary action by the Agency including termination and that improper use of the P-Card 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 P-Card is authorized for the purchase of:

- P-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 P-Card with Conference Registration Option** – Must be preapproved by the Division of Accounts and Reports and limited to \$5,000 per purchase.
- Automotive P-Card** – Vehicle Fuel and minor vehicle repairs limited to \$1,000 per purchase.
- P-Card 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.
- P-Card Travel Account (Cardless Account)** – Limited to central office account or an account at significant business units for the payment of conference registration fees, direct bill lodging, airfare, rail travel and vehicle rentals. Dollar limit per purchase is negotiated with UMB Bank for each account.

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

7. Cardholder understands that use of the P-Card 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 P-Card. The following items may not be purchased with the P-Card, 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 (Conference registration fees, direct bill lodging, airfare, rail travel and vehicle rentals are appropriate P-Card transactions when charged to cardless Travel Accounts. In addition, conference registration fees are allowable on carded P-Cards with the conference registration option. Meals are always prohibited P-Card transactions.
- Weapons and ammunition (except for law enforcement purposes)

(1) Except as noted in the State's General P-Card Procedures

If in doubt that a purchase is authorized under this agreement through the use of the P-Card, Cardholder understands that he/she should seek prior approval from the agency P-Card Coordinator. Such approval assumes 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 card; has received, read and understands the Agency's P-Card Manual; and has read and understands this agreement.

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Agency Use Only	
<b>Limit per Purchase:</b> _____ (not to exceed amount specified on previous page)	
Cycle Credit Limit: _____ (not to exceed without authorization)	
_____	
<b>Approval:</b> Print Name: _____	Title: _____
Signature: _____	Date: _____
_____	
<b>Approval:</b> Print Name: _____	Title: _____
Signature: _____	Date: _____
_____	
<b>Approval:</b> Print Name: _____	Title: P-Card Coordinator
Signature: _____	Date: _____