



PURCHASING CARD CARDHOLDER AGREEMENT

The City of Winchester is pleased to present to you this Purchasing card (P-Card). It represents the City's trust in you and your empowerment as a responsible employee of the City to safeguard and protect our assets.

- 1) I understand that the Purchasing Card is solely for business use and is to facilitate the payment of goods and services within applicable activity limits and is not for my personal use.
- 2) I understand that use of the Purchasing Card for payments not authorized within the City's Purchasing Card Policies and Procedures will be considered misuse of the Purchasing Card and may be grounds for (a) immediate forfeiture of the Purchasing Card, and (b) disciplinary action which may include termination of my employment. I understand that I am personally liable for any payments not authorized by the City and permitted within the Purchasing Card Policies and Procedures.
- 3) I understand that all charges will be billed directly to and paid directly by the City and that Branch Banking and Trust (BB&T) cannot accept payment from me directly.
- 4) I understand that the Purchasing Card is issued in my name and I am responsible for all charges made against it.
- 5) I will safeguard the Purchasing Card with appropriate security from the time I receive the card until it is surrendered to the appropriate person within the company. If the Purchasing Card is lost or stolen, I agree to notify Branch Banking and Trust (BB&T) immediately at **1-800-397-1253**.
- 7) I understand that the Purchasing Card must be surrendered upon request and/or upon my termination of employment.
- 8) I have received and understand the Purchasing Card Policies and Procedures.
- 9) I agree that, should I violate the terms of the Purchasing Cardholder Agreement, I will reimburse the City for all charges improperly authorized by me to the Purchasing Card and all costs incurred by the City related to the collection of such charges.
- 10) I understand the City may terminate my rights to use this Purchasing card at any time for any reason. I agree to return the Purchasing Card to the City immediately upon request or upon termination of employment.
- 11) I understand that acceptance of the Purchasing Card is voluntary and that refusal to accept the Purchasing Card will have no effect on my employment with the City.

Cardholder Data:	
Name:	Signature:
SSN:	Date:
Department:	Position:
Office Phone:	Office E-mail:
Card #	Home Phone Number: