

(AGENCY NAME/DIVISION NAME)

STATE PURCHASING CARD CARDHOLDER AGREEMENT

<i>Name of Cardholder:</i>	<i>Cardholder Business Address:</i>
<i>Division Name & Number:</i>	<i>Cardholder Business Phone Number:</i>
<i>Supervisor's Name & Title:</i>	<i>Supervisor's Phone Number:</i>
<i>Agency Purchasing Card Coordinator:</i>	<i>Agency Purchasing Card Coordinator Phone Number:</i>

Cardholder agrees to accept responsibility for the protection and proper use of the State Purchasing Card (SPC) 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 Agency Purchasing Card Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the SPC.
2. If the card is lost or stolen, Cardholder shall immediately notify the Purchasing Card Contractor and Division and Agency Purchasing Card Coordinators. The Division and Agency Purchasing Card Coordinators must notify OA Division of Accounting.
3. Cardholder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the SPC.
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 SPC and agrees to pay to the issuer of the card for 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 SPC may be cause for disciplinary action by the Division including employment termination and that improper use of the SPC may subject Cardholder to criminal prosecution. Cardholder understands that the Division may withhold amounts attributable to improper use by the Cardholder from any paycheck or other State of Missouri warrant which may be payable to the Cardholder.
5. Cardholder understands that should his/her employment with the Division terminate for any reason, the SPC must be returned to the Agency Purchasing Card Coordinator through his/her Division Purchasing Card Coordinator. Cardholder also understands that the Agency may withdraw authorization to use the SPC and require the return of the SPC at any time for any reason.
6. Cardholder understands that use of the SPC is for purchases subject to individual card limitations 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 SPC.

7. The following items may not be purchased with the SPC; however, the list is not all inclusive:
- Alcoholic beverages
 - Cash advances
 - Employee Meals while in travel status *(unless agency has received an exception from the State P-Card Administrator)*
 - Gasoline *(all, except bulk purchases and non motor vehicle)*
 - Gift Cards
 - Hospitality or Entertainment
 - Payments between State agencies *(i.e. Missouri Vocational Enterprises and State Printing)*
 - Personal Items
 - Postage Stamps *(except bulk postage in metered machines)*
 - Purchases involving trade-ins
 - Purchases that by-pass existing procurement and payment procedures
 - Splitting purchases into multiple transactions to bypass transaction or monthly billing cycle limits
 - Missouri State Sales Tax
 - Weapons and ammunition *(Except for use by authorized personnel within specific agencies and divisions that have a waiver with OA)*

If in doubt that a purchase is authorized under this agreement through the use of the SPC, Cardholder understands that he/she should seek prior approval from the Agency Purchasing Card Coordinator through his/her Division Purchasing Card Coordinator. Such approval presumes the proper use of the SPC.

8. Cardholder acknowledges by his/her signature to this agreement that he/she has received training in the proper use of the SPC; has received, read and understands the State Purchasing Card Policy & Procedure Manual; and has read and accepts the terms of this agreement.

Cardholder Signature: _____ Date: _____

<i>For Agency Use Only</i>		
Transaction Limit: _____ (Standard \$1,000)		
Cycle Credit Limit: _____ (Standard \$3,000)		
<i>*Transaction or cycle limit requests greater than \$25,000 require written approval in advance from the State Purchasing Card Coordinator/Administrator. Contact pcard@oa.mo.gov.</i>		
Approval:	Print Name: _____	Title: _____
	Signature: _____	Date: _____
Approval:		
	Print Name: _____	Title: _____
	Signature: _____	Date: _____
Approval:		
	Print Name: _____	Title: Agency Purchasing Card Coordinator
	Signature: _____	Date: _____