



PURCHASING CARD APPLICATION and AGREEMENT

Completing BOTH SIDES of this application means that you have read, understand and agree to the terms and conditions identified in the Purchasing Procedures document and that you have signed the *Employee Agreement to Accept the Purchasing Card Privileges and Responsibilities*.

CARD INFORMATION

First Name - 12 characters
(Embossed on card)

Middle Initial - 1 character
(Embossed on card)

Last Name - 20 characters
(Embossed on card)

Email Address (Required)

Monthly Credit Limit – 6 characters

Home Phone

Business Phone

ALLOWABLE AND UNALLOWABLE USES:

Allowable Purchasing Card uses:

- car rentals as permitted
- registration fees for conferences
- lodging
- airline tickets
- supplies and materials

Unallowable Purchasing Card uses:

- cash advances
- per diem meals
- entertainment
- contracted services without pre-approval (vendors who are IRS Form 1099 eligible, i.e., independent contractors, performers, consultants, speakers, etc.)
- personal expenses
- personal vehicle gas
- any purchase of alcohol or any substance, material or service that violates FVCC policy

AUTHORIZED TEMPLATE IDs:

AUTHORIZATION:

Employee Signature

Date

Supervisor Name & Signature

Date

Executive Staff Name & Signature

Date

Vice President / CFO Christiaens

Date

President Karas

Date

EMPLOYEE AGREEMENT TO ACCEPT THE PURCHASING CARD PRIVILEGES AND RESPONSIBILITIES

This purchasing card represents FVCC’s trust in you. You are empowered as a responsible agent to safeguard FVCC’s assets. Your signature below is verification that you have read the Purchasing Procedures and agree to comply with it as well as the following responsibilities:

1. I understand the card is for FVCC-approved purchases only, and I agree not to charge personal purchases.
2. I will follow the established procedures for using the Purchasing Card. Improper use of this card can be considered misappropriation of FVCC funds. This may result in disciplinary actions, including termination of employment, criminal action or civil liability.
3. If the card is lost or stolen, I will notify the Business Office immediately.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed to and paid directly by FVCC. The bank cannot accept any monies from me directly; therefore, any personal charges billed to this card could be considered misappropriation of FVCC funds.
7. As the card is FVCC property, I understand that I may be periodically required to comply with internal control procedures designed to protect FVCC assets. This may include being asked to produce the card to validate its existence, account number, receipts and additional supporting evidence.
8. Immediately after making a purchase with the card, I will log into CNF and create a purchase order with the appropriate supporting documentation attached to the electronic record. Documentation must include vendor name, purchase date, and a complete list of items purchased. The CNF record will include the proper accounting code and vendor. I will retain all itemized receipts, invoices, packing slips, email confirmations, etc. for returns, exchanges and payment. CNF purchase order totals need to equal the amount billed on the statement. Individual purchase orders will be completed for each total purchasing card charge.
9. I accept that when goods are being shipped to FVCC, the vendor must be instructed to ship the items to an established FVCC address. If the product must be shipped to a non-FVCC address, approval from the Supervisor and relative Executive Officer must be obtained before placing the order.
10. I understand I am expected to review my online account to view credit card transactions for appropriate charges and will report any unusual activity to the Business Office immediately.
11. I understand the Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to make purchases for FVCC. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
12. Eligibility of a Purchasing Card:
 - Active permanent FVCC employment status, excluding temporary and students
 - Responsible for making purchases in the capacity of employment
 - All card limits will be set by the applicant’s relevant Executive Officer, not to exceed \$3,000, unless budget authority and job responsibilities justify a different amount and it is approved by the supervisor, relevant Executive Team member, Vice President/CFO and President

Failure to follow the Purchasing Card procedures and Employee Agreement will result in suspension of cardholder privileges, possible cancellation of Purchasing Card and/or further personnel action. [Communication about misuse or possible revocation of privileges will be in the form of a memo from the Vice President / CFO of Administration and Finance, with a copy to the supervisor and Executive Team member.](#)

EMPLOYEE Printed Name & Signature _____ Date _____

SUPERVISOR Printed Name & Signature _____ Date _____