

CARDHOLDER

PROCUREMENT CARD AGREEMENT

I agree to the following terms regarding use of the City of Johnson City Procurement Card issued to me:

1. I understand that I am making financial commitments on behalf of the City of Johnson City and will strive to obtain the best value for the City.
2. I acknowledge that under no circumstances will I use the Procurement Card to make personal purchases, either for myself or for others.
3. I have been provided a copy of the Procurement Card Procedures, attended training and understand the Procurement Card Program. In addition, I have been given an opportunity to ask questions to clarify my understanding of the Program.
4. I agree to reimburse the City of any charges that are not in accordance with the Procurement Card Policies and Procedures and that any such charges owed to the City may be deducted from any money otherwise due and owed to me, including salary and wages. I understand I will receive written notification 14 days prior to the payment of wages due and owing that there is an amount owed, that the employee's wages may be offset for the amount owed if not paid prior to the payment of wages due and owing. I also am allowed to submit an affidavit contesting the amount owed. (TCA 50-2-110)
5. I agree to follow the established procedures for use of the Procurement Card and understand that failure to do so will result in either loss of privileges or other disciplinary actions, which may include employment termination and/or criminal charges.

_____	_____ / _____
Cardholder Name (PRINT)	Cardholder Signature/Date
_____	_____ / _____
Department/Division	Program Administrator Signature/Date

FAILURE TO SIGN WILL RESULT IN CARD BEING CANCELLED