

City of La Crosse Procurement Card Cardholder User Agreement

I understand and agree that I will use the City of La Crosse Procurement Card, known hereafter as the **procurement card**, issued to me as directed by my supervisor and pursuant to the provisions of the Procurement Card Policy and Procedures. The **procurement card** may be revoked at any time without my permission by the City of La Crosse Card Administrator or designee (hereinafter collectively referred to as "Card Administrator").

The **procurement card** will be issued in my name. I understand that under no circumstances will I use the **procurement card** to make personal purchases, either for myself or for others. I will not permit another person to use the **procurement card** issued to me. Any such purchases made with my **procurement card** will be considered to have been made by me and will be my responsibility and will subject me to disciplinary action.

I understand and agree that my **procurement card** use and account are subject to audit at any time.

The **procurement card** is City of La Crosse property. I will be responsible for the safekeeping of the **procurement card** issued to me and, if lost or damaged, will immediately report its loss or damage to my supervisor and the Card Administrator.

I understand that my personal credit will not be affected by any use of the **procurement card**.

I agree to surrender the **procurement card** immediately upon intra-department transfer, involuntary leave or termination of employment for any reason, or as otherwise requested by my supervisor and/or the Card Administrator.

The use of the **procurement card** to purchase goods or services for other than official use of the City of La Crosse is prohibited and violation will subject me to disciplinary action up to and including discharge. In addition, I agree to hold the City harmless from any and all unauthorized expenses and costs, including legal costs incurred by the City due to my improper use or negligent handling of the **procurement card**.

I have read, understand, and agree to the conditions above, in consideration for the issuance of the City of LaCrosse procurement card.

Card account number

Cardholder signature and date

Cardholder printed name

Supervisor's signature

Procurement Card administrator's signature and date