

STATE OF ARIZONA PURCHASING CARD (P-CARD) CARDHOLDER AGREEMENT

I, _____, understand and agree that:

1. The P-Card is available only to employees or card custodians authorized by agency management to be assigned cards.
2. I am being delegated the authority to purchase on behalf of the State of Arizona using the P-Card. The card is to be used solely for authorized purchases incurred for a valid public purpose while conducting State business.
3. This card will be used for approved purchases only. All purchases must be made in accordance with applicable laws and regulations, including but not limited to the Arizona Procurement Code, applicable State of Arizona Statutes, the Arizona Administrative Code, P-Card Policies and Procedures promulgated by the General Accounting Office of the State of Arizona, and my agencies P-Card Policies and Procedures.
4. My failure to follow established procedures may result in disciplinary action against me, including suspension, termination of employment, and/or criminal prosecution.
5. I will not use the P-Card to purchase or pay for any travel expenses.
6. ATM cash advances and the purchase of traveler's checks and/or other negotiable instruments are prohibited.
7. I will not charge any personal purchases to this card for either myself or others.
8. P-Card privileges may be canceled or revoked at any time, without prior notice, for any reason by agency management, the State Procurement Office or the General Accounting Office.
9. I will return the card immediately upon suspension and/or termination and/or other separation from State service (including retirement) and/or upon reassignment to another agency or cost center. I will return the card immediately upon request of my supervisor, agency management, the State Procurement Office or the General Accounting Office and that disciplinary actions may apply for failure to do so.
10. I am responsible for complying with the agency P-Card policies, procedures and practices established by my agency, the State Procurement Office and the General Accounting Office.
11. If the card is lost or stolen, I will immediately notify the Agency P-Card Administrator.

I have received, read and do understand and agree to comply with the State P-Card Policy and, as applicable, my agency's P-Card policy, procedures and practices and have received P-Card training. I hereby authorize the State to deduct from my payroll check (and from any other payments due me) an amount equal to the greater of my P-Card limit or the amount of any unauthorized purchases made on the P- Card issued to me and/or to withhold the amount of my P-Card limit if I fail to return the P-Card upon separation from State employment.

Employee Signature

Date

Agency

Employee EIN

Employee Work Phone

Employee Work Address

This employee is authorized by the undersigned to obtain a State of Arizona Purchasing Card and to incur expenses against the Agency's/Program's budget.

Initial Approving Official's Signature

Date

Initial Approving Official's Name

Initial Approving Official's Title

Additional Approving Official's Signature

Date

Additional Approving Official's Name

Additional Approving Official's Title