

## CARDHOLDER AGREEMENT

State of Rhode Island  
Department of Administration

### **PURCHASE CARD PROGRAM DEPARTMENT CARDHOLDER AGREEMENT**

By signing this agreement, I accept a State of Rhode Island departmental purchase card and agree to abide by all the guidelines specified below and those in applicable Department of Administration and agency policies and procedures.

1. For lost or stolen cards, call: **1-800-270-7760**
2. I will be the individual responsible for ensuring only authorized persons in my department/agency will sign for purchases with this card and that all purchases made will be within the established credit limit. All the costs and charges associated with this card will be paid from my agency's approved budget..

The card will only be used for authorized purposes of the state and agency/institution. Authorized purposes are defined as purchases which further the business of the state. For purposes of this paragraph, a purchase will "further the business of the state" only when the purchase: (1) is authorized by statute and by Department of Administration's rule or policy and agency rule or procedure; (2) will promote or support the lawful operation of the state agency on whose behalf the purchase is made; and (3) may be paid by public funds that are currently available to the agency, by appropriation, expenditure limitation, or other legislative authority (and where applicable, by Department of Administration allotment) for the purpose of the purchase.

3. The purchase card will not be used for any cash advances. The purchase card will not be used for any purpose that does not "further the business of the state." I understand that this prohibits anyone from using the purchase card for any personal purposes. Personal purposes are non-employment related purposes, purchases that do not "further the business of the state," and purchases that benefit me or another person individually rather than facilitate the discharge of the official functions or duties of my agency.
4. I will protect the purchase card at all times. I will not give the purchase card number to anyone except authorized agency personnel or when making an authorized agency/institution purchase.
5. I will immediately notify the bank and the Controller's Office if the card is lost or stolen. I will immediately cease and desist from using the purchase card when I leave agency employment or if I no longer will be allowed to use the purchase card. A new PC-2b Form will be immediately submitted to the Controller's Office to ensure there is a continuous chain of authority over the card.

The purchase card belongs to the bank and I will surrender it immediately when asked. The Approving Official will make a reasonable attempt to recover the purchase card from me if I am an unauthorized or terminated employee. I am responsible for any costs in that effort and agree to pay them from any funds owed me by the State of Rhode Island, subject to due process. The Approving Official may assist in efforts to prevent any unauthorized card use and in any legal action against me.

## CARDHOLDER AGREEMENT

6. I am responsible to assure that total charges made on the purchase card do not exceed the defined credit limit. Any charge made by the bank for exceeding the limit will be charged to my agency and may be charged to me personally. Deliberate misuse will be cause for loss of my purchase card privileges.
7. All purchase card statements for my agency/institution will be paid by the Controller's Office within 5 days of the end of the month.
  - (a) I will keep all required documentation for all purchases made on the purchase card. Once each month I will print my statement, I will attach the documentation to the statement, and, after reconciling and verifying all charges, will sign and date the statement indicating approval. If the original charge slip is lost, I will circle the charge on the memo statement, attach a written statement identifying what was purchased, and retain the additional support with the approved statement as required agency policy. I understand that a pattern of missing original charge slips may result in the loss of my purchase card privileges.
8. In the case of any unresolved vendor disputes, I agree to inform my approving official(s) in a timely manner. If a credit is due, I will instruct the merchant to issue to the departmental purchase card account. **I will not request or accept cash back from the merchant when an item is returned or a credit is due.**
9. I acknowledge that I have read, understand and am familiar with the 'Purchase Card Policy and Procedures' Manual.

I understand and agree that I shall use the Purchase card only to purchase supplies within the guidance of this program. I acknowledge and understand that making false statements on purchase card records may provide support for disciplinary action), and may result in my civil liability and/or criminal prosecution.

I acknowledge and understand that it is the Department Cardholder's responsibility to assure that the Purchase card is not accessible to others for an improper or unauthorized use.

I acknowledge and understand that 'unauthorized use' of the Purchase card shall mean the use of said card by any person other than authorized persons in my department/agency. I further acknowledge and understand that 'unauthorized use' of the Purchase card shall also mean the use of a Purchase card by a Cardholder who exceeds his/her delegation of authority.

I acknowledge and understand that 'unauthorized use' of the Purchase card may provide support for disciplinary action(s), and may result in my civil liability and/or criminal prosecution. I agree that I will not use the Purchase card in an unauthorized manner, nor will I knowingly permit another to use a Purchase card in an unauthorized manner.

I acknowledge and understand that as a Department Cardholder authorized to conduct acquisitions, I am subject to administrative disciplinary actions or remedies as well as civil and criminal penalties for violations of the State Purchasing Act.

**CARDHOLDER AGREEMENT**

Any inappropriate or personal purchases become my personal liability for which I will make immediate and complete reimbursement (including any accrued interest) to the agency. Amounts not properly reimbursed by me can be withheld (in total) from my next paycheck. I agree that my acceptance of the purchase card authorizes the State to make such withholding automatically from any amount due me by the State, subject to due process.

**SIGNATURE/INFORMATION: (of person listed on Form PC-1b)**

My signature below indicates that I agree to abide by the terms of this purchase card agreement and any subsequent amendment or addendum. I have received a copy of this agreement.

Name Printed on Card: \_\_\_\_\_

Last Four Digits of Card: \_\_\_\_\_ Telephone: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Division/Unit: \_\_\_\_\_

Department Cardholder Printed: \_\_\_\_\_

**Dept Cardholder Signature:** \_\_\_\_\_