

COUNTY OF WAYNE PURCHASING CARD ISSUANCE AGREEMENT

I, _____, request to be issued a Purchasing Card. As a cardholder, I agree to adhere to the following terms and conditions governing its use:

- I acknowledge that the Purchasing Card is a valuable financial tool entrusted to me for making purchases on behalf of the County. I pledge to seek the best value for all County transactions.
- I will use the Purchasing Card exclusively for approved, official purchases. Personal use of the card is prohibited.
- I understand that personal or non-work-related transactions on the card will require reimbursement to the County and may lead to disciplinary action.
- I acknowledge that the County will monitor card usage and associated reports and will act upon any discrepancies as necessary.
- I commit to abiding by all established policies and procedures regarding using the Purchasing Card. Failure to comply may result in the revocation of card privileges or other disciplinary measures, including termination of employment.
- I will ensure that all single transactions remain within the approved individual transaction limit.
- I will return the Purchasing Card immediately upon request by the Purchasing Card Administrator or upon termination of employment.
- If I transfer to another County department, I will return the current card and arrange for a new one to be issued.
- In the event the card is lost or stolen, I will notify Truist and the Purchasing Card Administrator within 24 hours.

EMPLOYEE SIGNATURE

DATE