NCDENR

CARDHOLDER AGREEMENT FORM

I, _____, being a Permanent, full-time state employee, hereby acknowledge being issued a Purchasing Card. As the holder of the card I agree to comply with the following terms and conditions regarding my use of the card.

1. I understand that I am being entrusted with a valuable tool - a Purchasing card - and will be making financial commitments on behalf of the NC Department of Environment and Natural Resources.

2. I understand that the Department is liable to Bank of America for all charges made on the card.

3. I agree to use this Card for approved purchases only and agree **NOT TO CHARGE PERSONAL PURCHASES**. I understand there will be audits on the use of this Card and any discrepancies will be addressed. A list of unauthorized uses is on the reverse side and also as Item 6.2 on page 11 of the attached Policy and Procedure pamphlet.

4. I will follow the established procedures for the use of the Card. Failure to do so shall result in either revocation of my use of privileges or other disciplinary actions, including discipline in accordance with Departmental and State Personnel Policy. **Turning in the required receipts/paperwork on completion of each transaction is a mandatory step in the process so that the division accounts may be paid on time.**

5. I have read the updated Purchasing Card Policy & Procedures and understand the requirements for the Card's use. **The card does not supercede any State Purchasing and Contract rules, which are already in place. Items on State Term Contract must still be purchased from the contract.**

6. I agree to return the Card immediately upon request or upon termination of employment (including retirement).

7. If the Card is lost or stolen, I agree to notify the Division Card Administrator and Bank of America **immediately (1-888-449-2273)**.

8. I understand and will comply with the designated purchasing limits listed below. **A purchase *WILL NOT* be split into multiple transactions to stay within the single purchase limit.**
   Monthly Limit: ***$ 25,000*** *Single Transaction Limit:* ***$ 2,500 (OPEN MARKET/STC)***

_____
Employee Signature /Date

Social Security Number

_____
Phone Number

_____ _____
FAX Number Division/Program

_____
Location

_____
E-mail Address

_____
Division Signature /Date

_____
Card Administrator's Signature /Date

6.2 UNAUTHORIZED PURCHASING CARD USE

The following list is also located on the back of the Employee Agreement Form.

The Purchasing Card <u>SHALL NOT BE USED</u> for the following:

- Personal purchases or identification
- On items set up under an existing Blanket Purchase Order
- Personal vehicle gas and use
- **A single purchase that excee**ds the standard limit established for your division
- In-state gasoline purchases for DOA, Motor Fleet Management owned vehicles
- Telephone calls or monthly service with the exception of Internet Service for remote locations that do **<u>NOT</u>** have access to a DENR server. This **<u>MUST</u>** be pre-approved through Purchase and Services.
- **Contractual services including yearly Maintenance Agreements**
- **Weapons – unless prior approval is given and documented by DPS.**
- Capital Improvements
- Purchase of signs or signage
- Back Orders
- Monthly rental services
- Monthly utility charges
- **Services covered under the existing formal or informal construction contract process**
- Items falling under the Merchant Category Codes Blocking List Exclusions from State use. **<u>Some</u>** of these include:
  - Cash Advances, Purchase of Alcoholic Beverages, Entertainment Expenses and Money Orders/Wire Transfers
- State Term Contracts listed below:
  - 204A – Desktops and Laptops
  - 204D –Printers
  - 269A – Drugs and Medicine
  - 271A – Birth Control Items
  - 271B – Intravenous Administration Sets and Solutions
  - 271C – Influenza Vaccine
  - 345B – Prescription Safety Spectacles
  - 405G – Motor Fleet Gas Credit Card
  - 420 (All) and 425 (All) – Furniture, Filing and Storage Cabinets
  - 475F – Syringes and Needles
  - 475H – Blood Collection Tubes and Needles
  - 680A – Ammunition
  - 725A-725G – Digital Telephone Systems and Two Way Radios
  - 915A & B – Cellular Telephone and Paging Service (with equipment)
  - 966A – Business Cards

A cardholder who makes unauthorized purchases or carelessly uses the Purchasing Card may be personally liable for the total dollar amount of these transactions plus any administrative fees charged by the Contractor in connection with the misuse. <u>The cardholder will also be subject to disciplinary action that may include dismissal</u>.

If there are any questions regarding the above list or a Purchasing Card purchase, please call the Division of Purchase and Services, Vernon Price at 919-707-8536