



## City of Kyle, Texas Purchasing Cardholder User Agreement

The following user agreement must be read, completed, and acknowledged (signed) by all authorized City of Kyle employees who have been issued a Purchasing Card in the conduct of their official duties for the City.

Cardholder Name: \_\_\_\_\_ Department: \_\_\_\_\_

Type of Card: Wells Fargo Bank VISA Card Purchasing Card #: \_\_\_\_\_

I understand that the City of Kyle has authorized my use of a Purchasing Card for official City business related expenditures on its behalf. In accepting and or using the Purchasing Card, I hereby agree to be bound by the terms and conditions of the City of Kyle Purchasing Card Policy including the following:

1. I acknowledge receipt of the above identified City Purchasing Card.
2. I have received and read the City of Kyle's Purchasing Card Policy.
3. I understand and agree to comply with the terms, conditions, and all requirements of the City of Kyle Purchasing Card Policy.
4. I understand and agree to accept the responsibility and accountability for the safeguard and authorized use of the City Purchasing Card.
5. I understand that the City Purchasing Card is not to be used for personal purchases and or expenditures or for any other non-City of Kyle purposes. I further understand that the use of the City Purchasing Card for any personal use and or for non-City of Kyle purposes is prohibited.
6. I understand that I must provide an original detailed receipt and appropriate documentation for every purchase and or expenditure made using the City Purchasing Card issued to me.
7. I understand and agree to be responsible for the timely review, reconciliation, and approval of all transactions charged and reported on the monthly statement for and associated with the City Purchasing Card issued to me.
8. I understand that improper and or unauthorized use of the City Purchasing card will result in disciplinary action as well as personal liability for any improper expenditures.
9. I understand and agree to comply with all policies and procedures of the City of Kyle including Purchasing Card Policy, Purchasing Policy, Purchase Order Policy, Travel Policy, and Personnel Policy.
10. I agree to surrender the Purchasing Card to the City's Director of Human Resources in the event of my employment transfer and or separation from the City of Kyle.
11. I will immediately report to my supervisor and the City's Director of Finance if the City Purchasing Card issued to me is stolen or lost.
12. I understand that the City of Kyle shall have unlimited authority to revoke use of the City Purchasing Card issued to me and upon such revocation, the City shall not be liable for any purchases and or expenditures charged to the City Purchasing Card.

Signature \_\_\_\_\_  
(Cardholder)

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
(Department Director/Asst. City Manager/City Manager)

Date: \_\_\_\_\_