



City of Fitchburg, Massachusetts

Purchasing Department

PROCUREMENT CARD - CARDHOLDER AGREEMENT FOR FY24

I agree to use the City of Fitchburg procurement card in a manner consistent with City responsibilities, City policy, and the procedures detailed in the Procurement Card Program and Purchasing Procedures (attached) also known as "Cardholder Program and Procedures."

I agree that the card will be used by and on behalf of my department only, and will not be given or loaned to other employees or individuals, whether employed by the City or not.

I understand that in the case of a card issued to or borrowed from the Purchasing Department, the Department Head shall be responsible for use of the card by any staff member of the department.

I agree to investigate all other options for purchase and payment, including option to be invoiced, prior to utilizing or requesting a Procurement Card.

I understand the transaction limit is \$500 and I will not split purchases or make multiple purchases to avoid the transaction limit.

I understand that all transactions, including any recurring transactions, must have an approved Purchase Order from the Purchasing Department prior to the transaction.

I understand that the City is exempt from sales tax and that sales tax may not be included in any transaction, and I agree to be responsible for correcting any transaction including sales tax.

I understand the card cannot be used for personal expenses, cash advances, or alcoholic beverages.

I understand that each transaction made using a procurement card requires an itemized and detailed receipt, an account number, and department head signature; and I agree to provide the receipt as described, to the Purchasing Department within one (1) business day of the transaction being made.

I understand that unresolved or outstanding procurement card receipts, account numbers, or signatures may result in temporary or permanent suspension of access to, or use of, a procurement card.

I understand that my failure to use the City of Fitchburg Procurement Card as it is intended may result in forfeiture of card privileges.

Department Name: _____

Department Head Signature _____

(Date)

Program Administrator _____

(Date)