

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
PURCHASE CARD USER AGREEMENT**

1. I understand the Fort Vancouver Regional Libraries (FVRL) Purchase Card is intended to facilitate the purchase of business-related goods and services for the conduct of FVRL business and is not for personal use.
2. I understand that my card may be revoked at any time based on change of assignment or location and that use of this card is not an entitlement nor reflective of title or position.
3. I understand that if I am issued a card with my name specifically, I am the only person authorized to use the card and I am responsible for all charges made against the card. I also understand that if I use a department card, I am responsible for all charges that are incurred while I possess the card.
4. I understand that improper use of the card can be considered misappropriation of FVRL funds, which may result in disciplinary action, up to and including termination.
5. I understand that I am required to be in compliance with the purchase card policy.
6. I understand I may be asked to produce the purchase card to verify its existence and assist during any audit review concerning its use.
7. I understand that I am responsible for resolving any discrepancies that may occur by contacting a vendor directly.
8. I will safeguard use of the issued purchase card and use appropriate security whenever I use the card. If my card is lost or stolen, I agree to immediately notify the Purchase Card Administrator and Accounting Department.
9. I understand that the purchase card(s) are property of FVRL and must be surrendered upon termination of employment or demand of surrender by the Finance Director and/or Executive Director. At that point, no further use of the account will be authorized.

I hereby acknowledge receipt of the purchase card ending in the last 4 digits of _____.

As a Cardholder, I agree to comply with the terms and conditions of this Agreement, including the FVRL Purchase Card Policy. *Your signature below acknowledges that you have read, understand, and agree to abide by the Purchase Card User Agreement.*

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

Employee Name: _____

Date: _____

Signature: _____

Department: _____