

# Office of Procurement Management Cardholder Agreement

As an authorized user of the State of South Dakota Purchasing Card, I understand that I am the only person authorized to make purchases with the Purchasing Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by the State of South Dakota.

I have attended purchasing card training offered by the State and or have read this document and understand the procedures for using the card. I agree to follow these procedures when using the card.

I understand that the following items constitute misuse of the Purchasing Card and that any misuse will result in the revocation of my privileges to be a Purchasing Card holder.

Misuse of the Purchasing Card includes the following:

- Using the Purchasing Card for personal purchases.
- Purchase of unauthorized items.
- Use of the Purchasing Card by someone other than the cardholder.
- Fraudulent or inaccurate record keeping
- Encouraging or authorizing vendors to split invoices to boost single dollar transaction limit.

If the Purchasing Card is used for personal purchases, for unauthorized items or by someone other than myself, I hereby agree to personally pay either the State of South Dakota or the vendor for such purchases and hereby authorize the State of South Dakota to withhold from my paycheck any amounts necessary to pay these charges.

By signing this agreement, you agree to all the terms and conditions stated above.

NAME OF CARDHOLDER: \_\_\_\_\_ DATE: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_