

Procurement Card Program

Employee Agreement

In return for the purchasing authority delegated to me and in consideration of my responsibility to properly steward public resources, I agree to undertake the following responsibilities:

To comply with this Agreement and the applicable provisions of TCSE Purchasing Card Procedures, presently and as may subsequently be revised. I acknowledge receipt of the Procedures and affirm that I have read and understand its terms and conditions. I understand that TCSE is liable to BMO Bank of Montreal for all charges made by me.

I will submit necessary transaction documents and/or transaction information to the Procurement Card Administrator by the 3rd business day following the purchase. I also acknowledge that my failure to do so may result in the revocation of my privilege to be a cardholder.

To immediately report lost or stolen cards to MasterCard and the Procurement Administrator immediately.

To purchase ethically, fairly, and without conflict of interest; to seek the best value; to purchase only **pre-approved** and necessary items; to determine that the price is fair and reasonable by comparing alternative sources.

I understand that the use of the Procurement Card to make personal purchases is strictly prohibited and unauthorized. I will not use the card, under any circumstances, for personal use.

I understand that my use of the Procurement Card will be audited.

I agree to accept responsibility for its protection and proper use as outlined in this Agreement and the TCSE Procurement Card Program Policies and Guidelines.

I understand that my failure to comply with the applicable provisions of the TCSE Purchasing Card Policies and Guidelines and/or the provisions of this Agreement may result in revocation of the Procurement Card privileges. If the card is used for unlawful or improper purposes, I may also be subject to disciplinary action for that misconduct.

If I am found to be responsible for unlawful or improper purchases, I agree to pay all the legal fees incurred by TCSE to prove my liability.

I understand that TCSE may terminate my right to use the Procurement Card any time for any reason. I agree to return the card to TCSE immediately following approved purchases.

CARDHOLDER:

Signature and Date

Print Name

Title & Assigned Work Location

Supervisor Signature