

Village of Poplar Grove Purchasing Cardholder Agreement

This Agreement outlines the responsibilities of employees and officials who are issued a Village of Poplar Grove Purchasing Card (PCard). The purpose of the PCard is to facilitate the efficient procurement of goods and services for official Village business.

1. Acknowledgment

I, _____ (Print Name), acknowledge that I have received, read, and understand the Village of Poplar Grove Purchasing and Purchasing Card Policy and agree to abide by all procedures, requirements, and restrictions outlined in that policy.

2. Authorized Use

I understand and agree that:

- The PCard is to be used **only for authorized Village business**.
 - The PCard may **not** be used for **personal purchases** under any circumstances.
 - I am the **only authorized user** of the card issued in my name.
 - Any misuse or unauthorized use of the PCard may result in disciplinary action, including revocation of the card, reimbursement to the Village, termination of employment, and/or legal action.
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3. Spending Limits and Restrictions

I acknowledge that:

- The monthly and per-transaction spending limits on my card are set by the Village Finance Department and may be changed with Board approval.
 - I am prohibited from splitting purchases to bypass transaction limits.
 - I may not use the card to purchase gift cards, alcohol, tobacco, personal items, or any other restricted items as listed in the Purchasing and PCard Policy.
 - I am not to use the PCard with vendors who accept Village purchase orders, unless explicitly authorized.
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4. Documentation and Reconciliation

I agree to:

- Obtain and submit all original, itemized receipts for every transaction.
 - Submit all documentation to the Treasurer or Finance Department within **5 business days** of the transaction or monthly statement issuance.
 - Report any lost receipts, billing discrepancies, or suspected fraud immediately.
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5. Lost or Stolen Card

If my PCard is lost or stolen, I will:

- Notify the Credit Card Administrator immediately during business hours.
 - Contact the card provider (_____) after hours or on weekends.
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6. Termination of Card Use

I understand that:

- Upon termination of employment or reassignment, I must return the PCard to my Department Head or the Finance Department.
 - The Village reserves the right to cancel my PCard at any time for any reason deemed appropriate by management or the Board of Trustees.
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7. Liability

I understand that:

- I am personally responsible for repaying the Village for any unauthorized or inappropriate purchases made with my PCard.
 - Failure to comply with this agreement may result in payroll deduction (if applicable), legal recovery actions, and/or criminal prosecution.
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Acknowledgment and Signature

By signing this agreement, I acknowledge receipt of the Village of Poplar Grove Purchasing Card, and agree to use it in accordance with the terms of this Agreement and the Village's Purchasing and Credit Card Policy.

Cardholder Name (Printed): _____

Cardholder Department: _____

Card Number (Last 4 digits only): _____

Cardholder Signature: _____

Date: _____

Finance Department Representative (Print & Sign):