



Acknowledgment of Procurement Card Training and Agreement to Abide by Policies and Procedures for Procurement Card Usage

I, _____, hereby certify that I have been trained in the permitted use of procurement cards for the Borough of Tinton Falls and that the topics as per attached have been explained.

I hereby agree to follow the provisions of the Procurement Card Program, its policies, and procedures. I understand that violations of these rules may result in revocation of the privilege of use and/or disciplinary action up to and including termination of employment. I also understand that inappropriate use may require that I reimburse all costs associated with such improper use.

Cardholder Signature

Cardholder – Print Name

Date

Assigned Card Number

Signature of Program Manager

Signature of Chief Financial Officer

Signature of Borough Administrator