

**State of Wyoming Purchasing Cardholder Agreement**

**Please Print:**

Name of Cardholder: \_\_\_\_\_

Agency Name: \_\_\_\_\_ # \_\_\_\_\_

Agency Purchasing Card

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Cardholder agrees to accept responsibility for the protection and proper use of the State of Wyoming Purchasing Card in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor for each transaction to the extent designated by the Agency Purchasing Card Coordinator (APCC) under Agency-issued internal control policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Card.
2. If the Card is lost or stolen, Cardholder shall notify APCC immediately.
3. Cardholder understands that transferring to another State agency requires the Cardholder to relinquish Card to APCC.
4. Cardholder's Agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.
5. **CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be **personally liable** for any improper use of the State of Wyoming Purchasing Card, and agrees to reimburse the State of Wyoming for any charges resulting from personally initiated improper use. (Improper use by someone else resulting from a lost or stolen card that is immediately reported by Cardholder as required in paragraph 2, including fees and interest assessed against the improper purchase, is excluded from this clause.) Cardholder understands that his/her improper use of the Card may be cause for disciplinary action by the State, including termination, and that improper use of the Card could subject Cardholder to criminal prosecution.
6. Cardholder understands that should his/her employment with the State terminate for any reason, the Card is to be relinquished immediately to APCC.
7. Cardholder understands that the Agency, or the State Auditor's Office, may withdraw authorization to use the Card at any time for any reason.
8. Cardholder understands that use of the Card is for purchases authorized by Agency internal control policy, as based on statutes, Executive Orders, directives, and State Auditor's Office memoranda. Certain merchant and dollar amount restrictions are placed on the Card, and may only be lifted by APCC's authorization.
9. Cardholder acknowledges by his/her signature to this Agreement that he/she has received instruction in the proper use of the State of Wyoming Purchasing Card from APCC, and has read and understands this Agreement.

10. Cardholder understands he/she receives authorization from the APCC to make purchases within the internal control policies of the Agency. Cardholder shall direct any question regarding purchase authority or appropriateness to the APCC.

<b>Cardholder Signature</b>	<b>Date</b>	<b>Last (4) digits of SS#</b>
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**AGENCY USE ONLY:**

Dollar Limit per Purchase: \_\_\_\_\_ (Not to exceed \$2,500)

Monthly Cycle Credit Limit: \_\_\_\_\_ (Not to exceed \$25,000)

The above limits can be raised by request of the Agency Coordinator. Cardholders do not have the authority to adjust any spending limits on the Purchasing Card.

**Default Budget Coding:**

(WOLFS Fund) \_\_\_\_\_ (WOLFS Dept.) \_\_\_\_\_ (WOLFS Unit) \_\_\_\_\_

(WOLFS Appropriation Unit) \_\_\_\_\_ (Division #) \_\_\_\_\_

**Optional Coding Information:**

(WOLFS Program) \_\_\_\_\_ (WOLFS Phase) \_\_\_\_\_ (WOLFS Function Code) \_\_\_\_\_

**Agency Coordinator Approval:**

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature Date

**Agency Director/Designee Approval:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date