

**CENTRAL ARIZONA COLLEGE
COLLEGE PURCHASING CARD
CARDHOLDER AGREEMENT**

In return for the purchasing authority delegated to me and in consideration of my responsibility to properly steward public resources, I agree to the following responsibilities in using the college Purchasing card assigned to me (hereafter referred to as the college Purchasing Card) -

- To comply with the terms and conditions of this agreement and the “Cardholder Guide”. I acknowledge receipt of the Guide and affirm that I have read and understand its terms and conditions. I also understand that college Purchasing Card purchases are subject to the conditions and limitations as outlined in the District Purchasing Manual.
- To protect and safeguard the college Purchasing Card from theft, loss, and unauthorized use. To promptly report to the Vice President of Finance office any suspected misuse of the college Purchasing Card.
- To purchase ethically, fairly, and without conflict of interest; to seek the best value; and to purchase only necessary items to conduct college business.
- To obtain itemized receipts, invoices, or other equal supporting documentation for items purchased with the college Purchasing Card.

I further understand that the college Purchasing Card cannot be used for purchasing the following products or services:

1. Alcoholic Beverages for any purpose
2. Animals of any type dead or alive
3. Barnes & Noble Campus Bookstore Purchases (Central Arizona College)
4. Bottled Water
5. Capital Equipment
6. Cash Advances
7. Cellular phones, telephones, and fax machines
8. Computers, laptops, and peripheral* equipment and accessories to include monitors, scanners, printers, digital cameras, tape drives, microphones, speakers, net books, notebooks, smart pens and webcams
9. Copiers
10. Electronic and recording equipment, projectors, televisions, DVD recorders, players, and camcorders, iPods, MP2 players, radios/boom boxes, pocket PC’s, hand held videogames, videogame consoles, GPS and radar laser detectors
11. Fines and Penalties
12. Flowers
13. Food (except for Culinary Instruction)
14. Furniture of any type or for any purpose to include desks, chairs, bookcases, file cabinets, tables and all other office and classroom furnishings.
15. Gasoline and gasses
16. Gifts and Contributions
17. Kitchen equipment and appliances to include microwave ovens, refrigerators, coffee makers, water coolers, electric heaters and fans
18. Meals and Entertainment
19. Narcotics and All Drugs

20. Personal Purchases
21. Postage
22. Purchases of \$500 or greater
23. Services of any kind (consultants, labor and personnel)
24. Splitting Purchases to circumvent the \$500 limit.
25. Travel Expenses for Employees such as airline tickets, lodging (hotels & motels)

**Peripheral is a device attached to a host computer but not part of it whose primary functionality is dependent upon the host, and can therefore be considered as expanding the host's capabilities, while not forming part of the system's core architecture.
Taken from Wikipedia, the free encyclopedia*

I am aware that the credit and transaction limits placed on the purchasing card are as follows.

| | |
|---------------------------------|-------------|
| Single Transaction | \$ 500.00 |
| Transaction Limit per Day | \$ 1,000.00 |
| Monthly Transaction Cycle Limit | \$ 2,500.00 |

I further understand that my improper use of the college Purchasing Card may result in disciplinary action against me. Should I fail to use the college Purchasing Card properly, I authorize Central Arizona College to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow Central Arizona College to collect any amounts owed by me even if I am no longer employed by or serving the college. If Central Arizona College initiates legal proceedings to recover amounts owed by me under this agreement, I agree to pay legal fees incurred by the college in such proceedings.

I understand that the college Purchasing Card is the property of Central Arizona College and Bank of America, and that either may terminate my privilege to use the college Purchasing Card at any time for any reason. I will return the college Purchasing Card immediately upon request or termination of employment.

I hereby acknowledge receipt of the Purchasing Card and confirm that I have read and agree to the terms and conditions set forth in this agreement. I also confirm that I have attended a purchasing card training session held by the purchasing office and that I have read and agree to abide by the terms and conditions as set forth in the "Cardholder Guide".

CARDHOLDER NAME

PURCHASING CARD ADMINISTRATOR

CARDHOLDER SIGNATURE

SIGNATURE

DATE

DATE

CARDHOLDER'S DEPARTMENT

CARDHOLDER ACCOUNT NUMBER _____

EXPIRATION DATE _____