



# PURCHASE CARD AGREEMENT

## AGREEMENT TO ACCEPT THE DEPARTMENT OF CORRECTIONS PURCHASE CARD

Use of the Department of Corrections Purchase Card is a convenience that carries responsibilities with it. The card is Department property and purchasing rules must be followed when it is used. The signatures below verify that Card Custodians and approving managers understand and agree to comply with the Department of Corrections Purchase Card guidelines contained in DOC 200.335 Purchase Card, as well as the Purchase Card Custodian Desk Manual incorporated by reference into the policy.

1. The Department of Corrections Purchase Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location, suspected abuse, or failure to follow applicable policy. The card is not an entitlement, nor reflective of title or position.
2. Card Custodians will comply with DOC 200.335 Purchase Card and the Purchase Card Custodian Desk Manual.
3. The card is for business-related purchases only. Personal charges are not to be made to the card. All charges are billed directly to and paid directly by the Department of Corrections, and any personal charges on the card will be considered misappropriation of funds.
4. Card Custodians have authority to use or authorize use of the Purchase Card and are responsible for all charges made against the card.
5. Improper use of the card, as defined in the Purchase Card Custodian Desk Manual, may result in corrective or disciplinary action, up to and including termination, and referral for criminal prosecution.
6. A lost or stolen card will be reported immediately to the Approving Manager, Department Purchase Card Administrator (360-725-8302), and Issuing Company's Customer Service Line (1.800.344.5696).
7. A Card Custodian must surrender his/her card to the approving manager upon termination of duties or when otherwise requested, at which point no further use of the Purchase Card will be authorized until the card is reissued or replaced.
8. By signing this agreement, the approving manager/LBA confirms all required training has been completed by the card custodian.
9. By signing this agreement, the approving manager agrees to ensure the Card Custodian adheres to required procedures and to comply with responsibilities specific to approving managers.

Card Custodian name	Signature	Date

Approving Manager name	Signature	Date

Purchase Card Title

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.