

Hannibal Arts Council Purchasing Card Agreement

Adopted: 1/21

Amended:

I, _____, hereby acknowledge receipt of a Hannibal Arts Council Purchasing Card. I have verified the information contained on the Hannibal Arts Council Purchasing Card and attest to its accuracy. The Purchasing Card(s) I have is/are: _____

I also agree to the following regarding my participation in the Hannibal Arts Council Purchasing Card Program.

I understand I am being entrusted with a Hannibal Arts Council Purchasing Card and will be making financial commitments on behalf of and for the benefit of Hannibal Arts Council and will strive to obtain the best value for the organization.

I agree to use the Hannibal Arts Council Purchasing Card only for actual and necessary business expenses, and that under no circumstances will I use or permit others to use the Hannibal Arts Council Purchasing Card to make personal purchases or purchases unrelated to the business of the Hannibal Arts Council.

I further agree that during the term of this agreement, I am the only individual entitled to make purchases for the benefit of the Hannibal Arts Council, and I will not allow any other individual to use the Hannibal Arts Council Purchasing Card.

I also understand that unauthorized use of the Hannibal Arts Council Purchasing Card may result in immediate disciplinary action, up to and including termination of my employment.

If the card is lost, stolen, or misplaced, I will immediately notify the Hannibal Arts Council by telephone to determine contacting ISSUER. I understand that failure to notify ISSUER of the theft, loss, or misplacement of the Hannibal Arts Council Purchasing Card will make me personally responsible for any fraudulent or unauthorized use.

I further agree that should I willfully or unintentionally misuse the Hannibal Arts Council Purchasing Card, I will reimburse the Hannibal Arts Council for all incurred charges and any fees related to the collection of those charges and do all such other things to remedy the situation.

I agree to surrender the Hannibal Arts Council Purchasing Card immediately upon my transfer, retirement, or any termination of my employment, or upon the request of any authorized representative of the Hannibal Arts Council. I understand that use of the Hannibal Arts Council Purchasing Card after privileges are withdrawn is strictly prohibited.

Signed

Name

Date