

SCOTTS BLUFF COUNTY PURCHASE CARDHOLDER AGREEMENT

As an authorized user of a Scotts Bluff County purchasing card, I understand that I am authorized to make a purchase with this card.

I understand and do hereby agree that any purchases made shall only be in connection with my employment and shall be in accordance with the Scotts Bluff County purchasing card policy.

I understand that no sales tax should be paid on any purchases made with the county purchasing card. If sales tax is paid, I understand that I am responsible for reimbursement of the sales tax to Scotts Bluff County. Exceptions only to out-of-state purchases.

Furthermore, if a receipt for a purchasing card purchase is not itemized or lost and cannot be turned into the County Management Accountant and County Clerk, I understand that I will be required to reimburse Scotts Bluff County for the purchase AND be subject to disciplinary action.

I understand that the following items constitute misuse of the Scotts Bluff County purchasing card and that any misuse will result in revocation of my privileges to use the card:

- Using the card for personal purchases.
- Purchase of unauthorized items.
- Use of the card by someone other than myself without permission.
- Fraudulent or inaccurate recordkeeping.
- Copying or documenting the purchasing card to make future purchases.

Upon separation or termination, the authorized user of the County purchasing card must return the card to the Scotts Bluff County Management Accountant, where it will be verified that the card was returned, and sign the bottom of the cardholder agreement stating he/she has not and will not record the purchasing card number to make any further purchases on the card.

If the Scotts Bluff County purchasing card is used for personal purchases for unauthorized items or by someone other than myself without permission, I do hereby agree to reimburse Scotts Bluff County or directly pay the vendor for such purchases. Further, I do hereby authorize Scotts Bluff County to withhold from my paycheck any amounts necessary to pay these charges.

Name of Card User _____ Date _____

Cardholder's Signature _____

NOTE: In addition to the above consequences for misuse of the purchasing card, Scotts Bluff County retains the right to take further actions, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving county funds.