



Procurement Card/Standing Purchase Order Agreement

By signing this agreement, I, _____, acknowledge that I understand that all Procurement Cards (P-Card) and Standing Purchase Orders (SPO – aka Open PO) for Antelope Valley Community College District (“District”) are to be used for District Business only. Therefore, I agree to comply with all of the terms and conditions set forth below regarding the use of any P-Card I check out or any SPO.

1. I understand that I will be making financial commitments on behalf of the District, and will obtain fair and reasonable prices.
2. I certify that I will not use the P-Card or SPO for non-college business as well as the following:
 - Unauthorized purchases
 - Personal purchases
 - Furniture (unless prior approval received from Facilities)
 - Gift Cards/Certificates
 - Gratuities and gifts
 - Printers, Computers, Scanners, or other IT/IMC equipment (unless prior approval received from IT)
 - Alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District
 - Capital Equipment
3. I am personally responsible for obtaining ALL original detailed/itemized receipts for purchases I make and will return those receipts to the Accounts Payable Department.
4. A copy of this agreement will be kept on file in the Purchasing Department and I will be responsible to maintain a copy for my own records.

P-Card Specific

5. I will be personally responsible for the safekeeping of the P-Card assigned and checked out to me, and understand that no-one, other than myself, is permitted to use the P-Card.
6. Within 24 hours, I will immediately report the theft or loss of the P-Card while in my possession to the Purchasing Department.
7. I understand that P-Cards are kept in the Purchasing Department, and that I must check out the card for use, if available, after submittal of a completed requisition form and assignment of Purchase Order number.
8. I understand that I must complete a Procurement Card Shopping list, obtain the approval of my Administrator and present it to the Purchasing Department upon checkout of the card for review and approval.
9. I understand that the P-Cards are used by all District staff and so I will return the card and detailed receipts within 2 business days of the checkout date, unless an extension is approved in advance by the Purchasing Department. I also understand that in some instances I will be required to return the card the same day and that the Purchasing Department will notify me upon checkout when applicable.
10. I will adhere to the following per transactions limits as follows for each P-Card, unless approval for an increased limit is given by the Purchasing Department:

a. Best Buy - \$200.00	d. Lowe’s - \$200.00
b. Costco - \$PO Total	e. Office Depot - \$200.00
c. Home Depot - \$200.00	f. Staples - \$200.00
11. I understand that I must return all P-Cards via hand-delivery, accompanied by original receipts, to a member of the Business Services staff and cannot be returned through interoffice mail or by another person. I will also need to sign off that I have done same.
12. I understand that P-Card Purchases Orders must be expended by the end of year deadline specified each year and that P-Cards will not be available for checkout after this date.

I understand that failure to follow any of the above listed terms and conditions, or if found to have misused a P-Card and/or SPO in any manner, may result in revocation of the privilege to use any and all District P-Cards and possible supervisor disciplinary action.

I hereby accept the terms and conditions listed above and acknowledge receipt of use of the P-Card.

Employee Name (Printed)

Employee Signature

Date

APPROVED BY:

Administrator (Printed)

Administrator Signature

Date

Fund Manager for Dept./Division (Printed)

Fund Manager for Dept./Division Signature

Date