



PROCUREMENT CARD APPLICATION

EMPLOYEE / APPLICANT INFORMATION

First Name (full)

Middle initial

Last Name

Department Name

Business Phone

Email Address

Signature of Applicant

Date

APPROVAL

Signature of Dept. Head or Authorized Designee

Single Transaction Limit
(\$2000 unless otherwise specified)



CITY OF APPLETON
Procurement Card Program
Employee Agreement

I, _____, hereby request a procurement card. As a cardholder I agree to comply with the following terms and conditions regarding my use of the card.

- I understand that I am being entrusted with a valuable tool – a **procurement card** – and will be making financial commitments on behalf of the City of Appleton. I will strive to obtain the best value for the City by using “preferred suppliers” if identified by the City’s Purchasing manager.
- I understand that the City of Appleton is liable to the procurement card vendor for all charges made on the card.
- I agree to use the card for approved purchases only and agree not to charge personal purchases. I understand the Finance Department will audit the use of the card and report and take appropriate action on any discrepancies.
- I will follow established procedures for the use of the card. Failure to do so may result in revocation and/or other disciplinary action.
- I have been given a copy of the procurement card administrative rules in the form of the “Procurement Card Quick Reference” and understand the requirements and limitations for the card’s use. In addition, the City’s Procurement Policy shall govern all transactions on behalf of the City.
- I agree to return the card immediately upon request or upon termination of employment, including retirement.
- If the card is lost, stolen or otherwise compromised, I agree to notify the procurement card vendor immediately, and the Purchasing Manager by the next working day.
- I understand that if personal purchases are discovered on the card, I will be held personally responsible for payment of such charges and will be subject to disciplinary actions up to and including discharge.

Employee Signature

Department

Date

CITY OF APPLETON

July 2018

PROCUREMENT CARD QUICK REFERENCE

The Procurement Card Program has been established to provide rapid turnaround on purchases, particularly on low-dollar value goods, and to reduce paperwork and other administrative costs. Employees who are issued procurement cards may initiate transactions in-person, by telephone or online, within the limits of these procedures, and receive goods or services.

The procurement card that the cardholder receives has his/her name embossed on it and shall **ONLY** be used by the cardholder. **NO OTHER PERSON IS AUTHORIZED** to use that card. The cardholder may make purchases on behalf of others in their department. However, the cardholder is responsible for all use of his/her card.

Use of the procurement card shall be limited as follows:

- The total value of a transaction shall not exceed the cardholder's single purchase limit. Payment for a purchase **SHALL NOT** be split into multiple transactions to stay within the single purchase limit.
- All items purchased "over the counter" must be immediately available at the time of procurement card use. **No backordering of merchandise is allowed.**
- Assigned spending limits must be followed, without exception. A cardholder may request adjustments to the spending limits, either permanently or temporarily, with approval of their Department Head or designee. Such requests are handled by the Purchasing Manager as they arise.
- The cardholder shall inform the vendor of the City's tax exempt status. The City's tax exempt number is embossed on the card.

The procurement card **SHALL NOT BE USED** for the following:

- Personal purchases or identification
- Cash advances
- Telephone calls
- Meals for travel when the per diem method of reimbursement is used
- Alcohol or other expenditures restricted by City policy

Quote Policies and Procedures

Less than \$2,000 – Departments may purchase from the vendor of their choice, but are encourage to seek competition.

\$2000 - \$7,499 – Two price quotes (verbal or written)

\$7,500 – over – Three price quotes (written)

Whenever a procurement card purchase is made, documentation in the form of a receipt or paid invoice shall be retained in the department as proof of the purchase and its business purpose. The cardholder is responsible for making sure that the vendor lists the quantity and adequately describes the item(s). Such documentation will be used to verify the purchases listed on the cardholder's monthly statement and for internal and/or external auditing.