EMPLOYEE PROCUREMENT CARD AGREEMENT

Exhibit #2

I, _____, employee number _____, hereby acknowledge my receipt of a Procurement Card, hereafter the Card for the following purpose(s) only:

☐ Fuel Purchases for County Vehicle When Authorized for County Travel Outside the immediate Parker County Area.

☐ Fuel Purchases for a County Vehicle Requiring a Fuel Type Not Available From a County Precinct Fueling Station.

☐ Travel and Training Expenses as Authorized under the County Travel Policy

☐ Purchasing Activities as Authorized by Statute and Commissioners' Court.

As a cardholder I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with the Card and will be making financial commitments on behalf of the County.
2. I understand that the County is liable to the card issuer for all charges made on the Card. I understand that I am liable for all unauthorized charges and for those not in compliance with this Agreement or with the Parker County Procurement Card Policy/Procedures Manual, hereafter the Manual.
3. I agree to use this Card for purchases in compliance with the manual and agree not to make purchases in violation of the policy set forth in the Manual. I understand that the County Auditor will audit the use of this Card and that appropriate actions will be taken to enforce this agreement and violations of the Manual.
4. Failure to follow the procedures set forth in this Manual may result in the revocation of my use of the Card and other possible disciplinary actions.
5. I have received a copy of the Manual and understand the requirements of the Card's use.
6. I agree to return the Card immediately upon request or upon transfer or termination of my employment (including retirement).
7. If the Card is lost or stolen, I agree to notify the Purchasing Agent and the issuing bank immediately. If the Card is used in a manner not authorized by the manual, I agree to notify the Purchasing Agent immediately.
8. I understand that the burden of proof will be upon me to show that the items purchased were in compliance with the policy as set forth in the Manual.
9. **Purchases made in violation of the policy as set forth in the Manual will subject me to liability for the total dollar amount of such unauthorized purchases.**

_____

Employee Signature Department Date

_____

Elected/Appointed Official or Department Head Date