



## PROCUREMENT CARD CARDHOLDER AGREEMENT

I, \_\_\_\_\_, acknowledge and agree to the following terms regarding the use of my Procurement Card (P-Card) issued by the **City of Florida Procurement Hub (FPH)**:

### Authorized Use

- I understand that the P-Card is a financial tool provided for official **FPH** business purposes only.
- I acknowledge my responsibility to use the P-Card solely for authorized purchases that comply with **FPH** procurement policies and procedures.

### Prohibited Use

- I understand that under no circumstances may I use the P-Card for personal purchases, whether for myself or others.
- I acknowledge that any willful misuse or unauthorized transactions may result in disciplinary action, including revocation of P-Card privileges, financial restitution, and possible termination of employment.
- If I use the P-Card for unauthorized transactions, I agree to reimburse **FPH** for all associated charges.

### Compliance with Policies

- I agree to adhere to all established procedures governing the use of the P-Card, as outlined in the **Procurement Card Manual** and **FPH** procurement policies and procedures.
- I understand that failure to comply may result in the suspension or revocation of my P-Card privileges and/or disciplinary action.

By signing below, I confirm that I have received a copy of the **Procurement Card Manual**, I understand its requirements, and I agree to comply with all policies and procedures.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Department Head Name (Print)

\_\_\_\_\_  
Department Head Signature / Date

\_\_\_\_\_  
P-Card Administrator Name (Print)

\_\_\_\_\_  
P-Card Administrator Signature / Date