

**Pittsylvania County  
Bank of America Purchasing Card  
Employee Agreement**

I, \_\_\_\_\_ (Enter employee name here), acknowledge receipt of a Bank of America Visa Purchasing Card. 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 a valuable purchasing tool and will be making financial commitments on behalf of the County and will strive to obtain the best value for the County.
2. I understand that my agency is liable to Bank of America for all authorized charges made on the Card.
3. I agree to not share my Card or Card number with anyone other than a vendor I am doing business with. I agree if I share my Card or Card number to anyone other than a vendor I am doing business with, the County will take disciplinary action as a result.
4. I agree to use this Card for approved purchases only and agree not to charge personal purchases at any time. I understand that the County will review the use of this Card and the related management reports and take appropriate action based on any discrepancies.
5. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment.
6. I agree to return the Card immediately upon request or upon termination of employment (including retirement).
7. If the Card is lost or stolen, I agree to notify Bank of America and the Agency Program Administrator immediately.
8. Sales tax should not be charged on any purchases except food and lodging. I'm responsible for having any sales tax charged to the card, refunded back to the card, or I will be responsible for paying the sales tax. We do have to pay taxes on food and lodging.
9. I agree not to split orders to circumvent the County's procurement policy.
10. I agree that all receipts will be given to Accounts Payable within five days after charge. Or attached to the transaction in Works.
12. I understand that Chip and PIN technology is only utilized at point of sale by vendors who have chip enabled terminals.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Administrator's Signature

\_\_\_\_\_  
Date

September 2, 2016