

**FINANCIAL  
SERVICES  
DEPARTMENT**



198 S. Main Street  
Yuma, Arizona 85364  
Voice (928) 373-1012  
FAX (928) 373-1152

**REQUEST FOR PURCHASING CARD**

Name to appear on Card: \_\_\_\_\_ **Check one:** New Card  Update Card

Title: \_\_\_\_\_ Employee# \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_ Dept Number/Charge Group(s): \_\_\_\_\_

Reconciler: \_\_\_\_\_ Approver: \_\_\_\_\_

Standard card limit is \$5,000:

Limit Requested: \_\_\_\_\_ Justification: \_\_\_\_\_

The checked industry categories will be blocked from card usage:

- Accommodations
- Oil/gas
- Travel
- Car Rental
- Restaurant (Not restricted for Dept. Directors or upon finance approval)
- Other: \_\_\_\_\_

**YUMA COUNTY, ARIZONA CARDMEMBER USE AGREEMENT**

The above named employee (Cardholder) of Yuma County, Arizona (the County) has been issued a Procurement Card (P-Card). Although the card is issued in the cardholder's name, it is Yuma County's property and should be used with good judgment and in accordance with the corresponding Procurement policies. Cardholder's signature below verifies that He/She understands and agrees to comply with all the terms and conditions set forth therein, including but not limited to:

1. **Official Use Only.** County P-Cards are for official County use only. Charging personal expenses on County cards is a misuse of County funds and a serious breach of the County's ethics policy. Doing so—even if the intent is to reimburse the County later—will result in disciplinary action, up to and including termination. Minor incidental expenses as a component part of a larger billing—such as personal telephone calls on a hotel bill—may be allowed if reimbursed at the time the credit card billing is submitted for payment. A P-Card may be revoked at any time based on charge of assignment location.
2. **Timely, Accurate, and Supported Payments.** P-Card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained for all charges and attached to payment demand. All P-Card transactions are to be submitted to Financial Services **within 5 working days** of purchase.
3. **Disputed Charges.** The vendor and P-Card provider will be notified immediately of any disputed charges. It is the Cardholder's responsibility to address those charges.
4. **Lost or Stolen Cards.** The P-Card provider and the Department of Financial Services will be notified immediately of a lost or stolen card. The lost or stolen card must be reported immediately to the phone number on the back of the card. Failure to do so could make the Cardholder responsible for any fraudulent use of the card.
5. **Surrender Upon Request or Separation.** The P-Card will be immediately surrendered upon retirement, termination, or upon request of the Agency Head. Use of the credit card for any purpose after its surrender is prohibited.
6. **Other Restrictions.** \$ \_\_\_\_\_.

I have read the applicable procurement policies and the information above and agree to abide by the County's policies and procedures over the P-Card program. I understand that misuse of my card will result in deactivation and possible disciplinary action.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requester Name (Agency Head)

Signature

Date

**For Financial Services Use Only:**

Approved: \_\_\_\_\_ Card Received: \_\_\_\_\_ Card Activated: \_\_\_\_\_

Request Submitted: \_\_\_\_\_ Comments: \_\_\_\_\_ 4 Digit Control Num: \_\_\_\_\_