



Longwood University State Purchasing Card Employee Agreement

I, _____, acknowledge receipt of a Bank of America VISA State 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 my agency and will strive to obtain the best value for the agency by using State contracts and other "preferred suppliers" and mandatory state contracts as identified by the Agency's Purchasing Department.

2. I understand that my agency is liable to BOA VISA for all authorized charges made on the Card.

3. I agree to use this Card for approved purchases only and agree not to charge personal purchases at any time. I understand that my agency will review the use of this Card and the related management reports and take appropriate action based on any discrepancies I understand that any personal charges made on the SPCC may result in payroll deduction.

4. 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.

5. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my cost center to likewise change, I also agree to return my Card and arrange for a new one, if appropriate.

6. If the Card is lost or stolen, I agree to notify the Program Administrator and Bank of America immediately.

7. I understand that in order to properly purchase goods and services, I must use mandatory State Contracts and eVA for those purchases that qualify and record the PCO (Purchase Card Order) number on the purchasing log. For those goods and services on Materiel Management's website and purchased via the Internet, not through eVA, the vendor website must use industry standard encryption protocols. To verify if encryption is being used left-click the padlock found in the URL box and look for terms like "connection is secure" or "secure connection" or "the connection to the server is encrypted". I will record the vendor's website address on the purchasing log.

8. 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 with anyone other than a vendor I am doing business with, my agency will take disciplinary action as a result.

9. I agree not to use my card to pay for past due invoices to circumvent Prompt Pay policies and procedures.

10. I agree to successfully complete annual Cardholder training as well as sign a new Employee Agreement Form for each Card renewal period.

11. I agree not to write down or share my Card's PIN number with anyone, including my Agency Program Administrator or Bank of America.

12. I understand that Chip & PIN technology is only utilized at point of sale by vendors who have chip enabled terminals.

13. I will not store my card number on any mobile devices, nor will I utilize any type of mobile payment or digital wallet service such as Apple Pay, Google Pay, Samsung Pay, etc.

Employee Signature _____ Date: _____

Supervisor's Name (Please Print) _____

Supervisor's Signature _____ Date: _____

Program Administrator's Signature _____ Date: _____