



## Town of Beaufort NC

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### Attachment B

#### Cardholder's Agreement

The use of a Town of Beaufort procurement card for small-value purchases is a standard procedure of the Town.

I will be expected to use the Town of Beaufort procurement card issued to me as directed by my supervisor under the provisions of the standard procedure Procurement Card Services Purchasing Card Policy of which I have received a copy.

I will not permit another person to use the Town of Beaufort procurement card issued to me. Any such purchases made with my card will be considered to have been made by me and will be my responsibility.

I will be responsible for the safekeeping of the Town of Beaufort procurement card issued to me; and, if lost, will report its loss immediately to my supervisor.

I understand that personal credit will not be affected by any use of the Town of Beaufort procurement card.

The use of the Town of Beaufort procurement card to purchase goods and services for other than the official use of Town of Beaufort is fraudulent use and is subject to disciplinary action and/ or termination of employment as may be determined by the Town Manager, as well as to legal action to recover losses incurred by such use.

I have read, understand and agree to the conditions above:

Card Account Number:

Expiration Date:

Card Holder Name:

Card Holder Signature: \_\_\_\_\_

Procurement Card Program Administrator Signature: \_\_\_\_\_

Date Card Returned: \_\_\_\_\_