

**CITY OF NEWTON PURCHASING CARD  
NEW CARDHOLDER ENROLLMENT FORM**

*(Card holder Applicant Complete Sections I and IV, Department Manager Complete Sections II and III  
prior to submission to Finance Office)*

**I. EMPLOYEE/CARDHOLDER INFORMATION:**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

**II. CARD LIMITS: PLEASE CHOOSE ONE LEVEL: (DEPARTMENT MANAGER)****MONTHLY SPENDING LIMIT**

Level 1 \_\_\_\_\_ \$1,000      Level 2 \_\_\_\_\_ \$2,500      Level 3 \_\_\_\_\_ \$5,000

**III. APPROVAL:**

Department Manager: \_\_\_\_\_

**IV. CARDHOLDER'S AGREEMENT**

- I understand that I am being entrusted with access to the City's Purchasing Card Program to make financial commitments on behalf of the City and will restrict my purchases to approved City of Newton activities.
- I understand that purchases over \$750 are prohibited.
- I understand that the PO threshold is \$750 and if a respective purchase requires a PO, then I am to obtain & prepare a PO requisition prior to making a purchase or placing an order.
- I understand that under no circumstances will I use the City's Purchasing Card Program to make personal purchases for myself or for others. Any such purchases made with my card will be considered to be made by me and my responsibility.
- I will not permit another person to use the City of Newton Purchasing Card issued to me. Any such purchases made with my card will be considered to be made by me and my responsibility.
- I will be responsible for the safekeeping of the City of Newton Purchasing Card issued to me and, if lost or stolen, I will report its loss immediately to, my Supervisor, and Finance. (Outside normal City of Newton business hours, Monday-Friday 8:00am to 5:00pm, also contact BB&T at 1-800-397-1253.)
- I understand that my personal credit will not be affected by any use of the City of Newton Purchasing Card.
- I will follow the established procedures for using the City's Purchasing Card Program. Failure to do so may either result in revocation of my use privileges or other disciplinary actions by City of Newton.
- I have read the Purchasing Card Policy and understand the requirements for using the City of Newton Purchasing Card.
- I agree that, if I have been issued a purchasing card in connection with the City's Purchasing Card Program, I will return the purchasing card to the City upon termination of my Purchasing Card Program privileges.
- I agree that should I violate the terms of the Agreement and use the City's Purchasing Card Program for personal use or gain that I will reimburse City of Newton for all incurred charges and any fees (including attorney's fees and expenses) related to the collection of these charges.
- The use of the City of Newton Purchasing Card to procure goods and services for other than the official use of the City is fraudulent use. An employee guilty of fraudulent use could be dismissed and could be subject to legal action.

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

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**V. CARD RECEIPT DOCUMENTATION:**

Card Account Number: \_\_\_\_\_

Date Issued to Cardholder: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_