



King County

Finance and Business Operations Division

Procurement & Contract Services Section

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KING COUNTY

Coordinator Agreement to Accept Procurement Card Program Responsibilities

Your participation in the Procurement Card Program is a convenience that carries responsibilities along with it. Although the card is issued in the cardholder's name, it should be considered King County property and should be used with good judgment. **Your signature below verifies that you understand the Procurement Card Program guidelines outlined below and agree to comply with them.**

1. The Procurement Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. Participants in the Procurement Card Program are obligated to follow the requirements of CON 7-16 (AEP) "Use of King County Procurement Card for Purchases of Goods and Services, and the King County Employee Code of Ethics, KCC 3.04.
3. The card is for business-related purchases only; personal charges are not to be made to the card.
4. The cardholder is the only person entitled to use the card and is responsible for all charges made against the card.
5. Improper use of the card can be considered misappropriation of King County funds. In accordance with RCW 42.24.100 and RCW 42.24.110, any improper use may result in disciplinary action, up to and including termination and actions as specified in the RCW.
6. All charges are billed directly to and paid directly by the County. Any personal charges on the card will be considered misappropriation of County funds.
7. Cardholders are expected to comply with internal control procedures in order to protect County assets. This includes keeping transaction documentation such as receipts and packing slips, etc., reconciliation of monthly statements (manually and on-line, as procedures require) and following proper card security measures.

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8. Cardholders are responsible for reconciling their transactions weekly and resolving any discrepancies by contacting the vendor/supplier, the department or division card coordinator, or card administrator, as appropriate, and if necessary, initiating an on-line transaction dispute.
9. Cardholders should **immediately report** a lost, stolen or compromised card to US Bank Customer Services at 1-800-344-5696, to the department or division coordinator, and to the program administrator.
10. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination) to their coordinator. At this point, no further use of the account is authorized. The coordinator will forward the terminated card to the Program Administrator to close the account.
11. **As a coordinator, you perform a key internal control and management role in the Procurement Card Program.**
 - Coordinators assist in determining cardholders and monitor overall card use within the cost center, as well as ensure that Procurement Card policies and procedures are followed.
 - Coordinators provide back-up review/approval of transactions for approvers.
 - Coordinators maintain original documentation for all Procurement Card transactions, including, but not limited to the original bank statements, receipts, and packing slips, etc., consistent with King County document retention policies.

Coordinator Name and Title (print)

Manager Name and Title (print)

Coordinator Signature and Date

Manager Signature and Date

List of Approvers Assigned to Coordinator

No Name/Position

1	
2	
3	
4	
5	