



King County

Finance and Business Operations Division

Procurement & Payables 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 judgement. **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 7-16-2 (EP) "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 cardholder is the only person entitled to use the card and is responsible for all charges made against the card.
4. 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.
5. 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.
6. 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 P-Card Team.
7. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination) to their coordinator and assign a delegate in iExpense to process pending transactions on their behalf. At this point, no further use of the account is authorized. The coordinator should destroy the card onsite and notify the P-Card Team to close the account.
8. As a Coordinator, you perform a key internal control and management role in the administration of the department's Procurement Card Program.
 - You determine the cardholders in your department and monitor over all card use to ensure that all policies and procedures related to the Procurement Card is followed.
 - You ensure original documentation for all card transactions, including, but not limited to the original bank statement, receipts, approval memos and packing slips are kept by each cardholder for internal and external audits. All department procedures must be consistent with King County records retention of six (6) years.

Coordinator Name and Title (print)

Manager Name and Title (print)

Coordinator Signature and Date

Manager Signature and Date