

CCARDColorado
Commercial Card Manual

COMMERCIAL CARDHOLDER AGREEMENT

The Department of _____ (the "Department") is pleased to provide you with a State authorized Procurement, ONE or Central Travel Card [the "Commercial Card"]. The Commercial Card represents the Department's trust in you as a responsible employee and is issued to you in consideration for your agreement to safeguard State funds and to make travel and/or State business decisions and arrangements consistent with all applicable rules and policies and as set forth herein. Applicable rules and policies include, without limitation, the following:

- Procurement Rules
- Fiscal Rules on Travel
- Department's Commercial Card Policies: _____ (website)

I, _____, agree that upon receipt of the Commercial Card I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing. As the cardholder, I agree to accept responsibility for the protection and proper use of the Commercial Card as outlined in this Agreement and all relevant rules and policies. I further agree to:

- (1) Use the Commercial Card **only** for the purpose of paying vendors for allowable purchases of goods and services for official state business;
- (2) Not use the Commercial Card for personal purposes ;
- (3) Not allow others to use the Commercial Card unless the card is under the name of a Department and the user has the proper approval;
- (4) Verify the charges on the Commercial Card and to submit such charges for approval, dispute and/or fraud processing; and
- (5) Arrange for the Department to pay State official business and/or travel-related charges within the proper internal approval process and also within the bank's prescribed timelines, but in no instance later than 30 days past the statement date.

I understand and agree that the Department will monitor the use of the Commercial Card and that I will be personally liable for any unauthorized use thereof.

I acknowledge and agree that the State of Colorado has the right, to the extent authorized by law, to deduct any unauthorized charges from: (a) my next available pay, if I do not pay back to the State any unauthorized charges within 30 days of the date of the statement on which the unauthorized charges appear; (b) my subsequent pay, if the deduction from my next pay is not sufficient to repay the full amount of unauthorized charges; and (c) my final pay, upon termination of my employment with the State or transfer to another State agency; until all unauthorized charges are paid in full.

I understand that in the case of my willful or negligent default of my obligations under this Agreement, the Department may take any action, in accordance with State Personnel Board rules and other applicable law, for the recovery of unpaid amounts and/or the imposition of appropriate corrective or disciplinary action permitted under the State Personnel Board rules and other applicable law.

If the Commercial Card is lost, stolen, or compromised in any manner, I shall immediately notify the Department's Program Administrator and the bank issuing the Commercial Card. Upon notification of my transfer from the Department, change in duties, termination of employment, suspension or cancellation of my Commercial Card privileges, I agree to notify the Department's Program Administrator and to promptly return the Commercial Card to the Department.

Cardholder:

Employee ID#: _____

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Department: _____

E-mail: _____

Address: _____

City/State/Zip: _____

Approving Authority:

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Department: _____

E-mail: _____

(Rev. 08/17/2015)