

**State of Nevada Procurement Card (PCard) Program  
CARDHOLDER AGREEMENT**

1. As a Cardholder, I agree to comply with the terms and conditions of this Cardholder Agreement.
- A. The agency representative (Procurement Card Administrator [PCA]) affirms that Cardholder was provided with a copy of this agreement, the current agency Procurement Card Policies and Procedures, guidelines, and other program information.

<b>PCA's Initials:</b>	
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- B. Cardholder acknowledges receipt of the PCard information and confirms that he/she has read and understands its provisions.

<b>Cardholder's Initials:</b>	
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2. I understand that the State of Nevada ("State") is liable to the issuing financial institution for all authorized charges made by me. Therefore, as holder of this PCard, I agree to accept responsibility for the protection and proper use of this card as outlined in this Cardholder Agreement and the agency and statewide policies and procedures. I understand that the State **WILL** audit my use of this PCard. I understand that I **CANNOT** use the PCard for the procurement of goods not authorized by my agency.
3. The procurement of unauthorized goods shall be deemed an improper use of the PCard and an illegal procurement per Nevada Revised Statutes (NRS) 333. As such, I understand I can be held personally liable for all unauthorized purchases.
4. I understand that the PCard is simply a Payment Method and that the Agency and State Policies and Procedures regarding purchase and payment procedures still must be followed. I understand that the PCard is **NOT** intended to avoid or bypass an agency's purchasing or payment procedures or to circumvent the requirements of the State Administrative Manual (SAM) Chapter 0300.
5. I further understand that improper or fraudulent use of this PCard will result in disciplinary action, up to and including termination of employment and/or personal liability. I understand that the State may conduct a hearing to seek a deduction from my paycheck or proceed with any other authorized debt collection measure in accordance with NRS Chapter 353C to collect any amounts owed by me, even if I am no longer employed by the State. If the State initiates legal proceedings to recover amounts owed by me under this agreement, I agree to pay legal fees or collection costs incurred by the State of Nevada in such proceedings.
6. I understand that the State may terminate my right to use the PCard at any time for any reason, with or without cause. I agree to return the PCard to the State, by surrendering it to the PCA, immediately upon termination of employment, interagency transfer, or request.

**7. TERMS OF THE PROCUREMENT CARD:**

Dollar amount per cycle (monthly):	
Number of transactions per cycle (monthly):	
Description of allowable procurements:	

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8. **APPLICANT INFORMATION:**

Title:		Position Control Number:	
Signature:		Date:	
Print Name:		Employee #:	
Agency:		Phone #:	

9. **APPROVAL OF ISSUANCE OF A PROCUREMENT CARD TO THIS STAFF MEMBER:**

Approved By:		Date:	
Supervisor Position Control #:			
Approved By:		Date:	
Agency PCA Position Control #:			

10. **TO BE COMPLETED WHEN CARD IS ACCEPTED AND SIGNED BY THE CARDHOLDER:**

I hereby acknowledge receipt of Procurement Card # <i>(last four [4] digits only)</i> :		
Cardholder Signature:		Date: