



Procurement Card (P-Card) Policy

The City of Milton has established this Procurement Card (P-Card) Policy permitting the use of City of Milton issued P-Card to authorized City personnel. The City Treasurer is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned P-Cards to personnel and overseeing compliance with this policy.

Any employee found guilty of illegal or unauthorized use of a P-Card may be subject to penalties allowed by law and/or disciplinary action(s) under the City's Personnel Policies up to and including termination.

Procurement Cardholder Responsibilities

1. The P-Card is to be used for City purchases only.
2. No person other than the Cardholder is authorized to use the card.
3. Questions regarding the P-Card account and procedures should be directed to the City Treasurer.
4. The Cardholder must be prepared to justify that the use of the P-Card was necessary and for official City business purposes. If it cannot be determined that the purchase was necessary for official City business and in accordance with policies and procedures, the Cardholder must provide proof that the items have been returned for credit. Should it be evident that an unauthorized purchase was knowingly made, this could result in termination or legal action.
5. The cardholder shall take all necessary precautions to keep the card and card number in a secure location.
6. All telephone/online orders must be recorded and reconciled similar to any other purchase. This includes getting and submitting a copy of the receipt.
7. Documentation must be retained as a proof of purchase any time a purchase is made using the credit card. These documents are to be used to verify the purchases.
8. If for any reason the Cardholder does not have documentation for a transaction, the Cardholder must make every attempt to obtain a copy from the vendor.

9. The following uses of the Procurement Card are prohibited:
 - a. Cash Advances
 - b. Personal purchases. A Cardholder may not charge personal items on the P-Card. Use of the P-Card for personal purchases or expenses with the intention of reimbursing the City is prohibited.
 - i. If a personal purchase is made in error, notify City Treasurer as soon as possible to make arrangements to reimburse the City.
 - c. Alcoholic beverage purchases.
10. It is the responsibility of the Cardholder to immediately notify the City Treasurer of a lost or stolen card.
11. Purchases made by employees will be paid by the City Treasurer once the Cardholder has provided documentation for each transaction and an account number has been assigned. It is the department's responsibility to submit the credit card statements and receipts in a timely manner for processing.
12. The Cardholder agrees that should they leave the City of Milton employment, they will return the P-Card and all appropriate documentation to the City Treasurer.



City of Milton
Procurement Cardholder Agreement

Agreement and requirements for use of a Procurement Card (P-Card):

1. I understand and agree to the P-Card Policy and know that it is to be used only to make purchases of goods or services at the request of and for the legitimate business benefit of the City of Milton.
2. I understand and agree that the P-Card must be used in accordance with the provisions of the Procurement Policy established by the City of Milton, as attached hereto.
3. As a P-Card holder, I agree to adhere to all procurement responsibility requirements as so noted in the attachment.

Violations of these requirements may result in revocation of my Procurement Card use privileges. If I am found to have inappropriately used the P-Card, I will be required to reimburse the City of Milton for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary actions(s) may be taken per the City of Milton's Personnel Policies, up to and including my termination of employment. I understand and agree that the City of Milton will investigate and commence, in appropriate cases, criminal prosecution against me if I am found to have misused the P-Card or any violations of the provisions of the Cardholder Agreement.

Last 4 Digits of Credit Card Account Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached P-Card and agree to abide by said Procurement Policy.

Signature: _____

Date: _____

(Below: For City Treasurer Use Only)
P-Card Returned

Authorized Signature: _____

Date: _____