

Utah County Purchasing Card Custodian Agreement Form

SECTION I: Card Custodian

As custodian of a purchasing card issued by Utah County, I indicate that I have read, understood, and agree to adhere to Utah County's Purchasing Card Policy and Procedures.

Failure to comply with the guidelines established for purchasing cards may result in severe consequences up to, and including, termination of employment. Any criminal activity associated with the use of the purchasing card may be prosecuted under applicable laws.

I certify I attended a mandatory cardholder training on _____.
(date)

Custodian Name (please print)

Custodian Signature

Date

SECTION II: Department Head

The department head is ultimately accountable for the fiscal and physical control of any purchasing cards assigned to his/her department. As the department head responsible for a purchasing card issued by Utah County, I indicate that I have read, understood, and agree to adhere to Utah County's Purchasing Card Policy and Procedures.

Any criminal activity associated with the use of the purchasing card may be prosecuted under applicable laws.

I certify that I and the card custodian for my department attended a mandatory cardholder training on _____.
(date)

Department Head Name (please print)

Department Head Signature

Date

SECTION III: Purchasing Agent

I certify that _____ and _____ attended a mandatory
(card custodian name) (department head name)
cardholder training on _____.
(date)

Purchasing Agent Name (please print)

Purchasing Agent Signature

Date