



Galveston County

**GALVESTON COUNTY P-CARD
CARDHOLDER AGREEMENT**

I, _____, verify that I have received a Galveston County Procurement Card (P-Card). I also verify that I have received a copy of the P-Card program guidelines and procedures.

I understand that I have been designated to make charges against a Galveston County P-Card for which a card has been issued in my name. I further understand that under NO circumstances am I allowed to permit another individual to use my card by physically giving them the P-Card or giving them the number. I agree to use the P-Card in accordance with the guidelines and provisions as outlined in the P-Card Policy and Procedures section of the Purchasing Agent Policy and Procedure Manual and to only make purchases on the P-card for legitimate business purposes and for the sole benefit of Galveston County.

I am aware that violations of the requirements and/or failure to follow the guidelines and procedures as outline in the P-Card Policy and Procedure section of the Purchasing Agent Policy and Procedure Manual may result in revocation of use, privileges, and/or disciplinary action up to and including termination of employment. I am also aware that if it is deemed that I have used the P-Card inappropriately, I will be required to reimburse Galveston County for all costs associated with such improper use.

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____