**PURCHASING CARD AGREEMENT**

I, , agree to the following regarding my use of the Purchasing Card: (Print Name)

1. I understand that I am being entrusted with a valuable tool and will be financially obligating Okaloosa County and will strive to obtain the best value for the taxpayers of Okaloosa County.

2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases. Willful intent to use the Purchasing Card for personal use may result in disciplinary actions, including termination of employment.

3. I will follow the established procedures for using the Purchasing Card. Failure to do so may result in the revocation of my use privileges or other disciplinary actions. Additionally, I will follow all County purchasing requirements.

4. I have read the Purchasing Card provisions contained in the Purchasing Manual and understand the requirements for using the Purchasing Card.

5. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use or gain, I will reimburse the County for all incurred charges and any fees related to the collection of those charges.

Employee Name (Print)

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Employee Signature Date