

EXHIBIT I  
City of Houston  
Purchasing Card (PCard)  
Internal Cardholder (Employee) Agreement Form

I, \_\_\_\_\_, agree to the following regarding my use of the City of Houston Business Account Purchasing Card (PCard):

1. I understand that I am being entrusted with a powerful and valuable tool – a corporate credit card – and will be making financial commitments on behalf of the City of Houston. I will strive to obtain the best value on behalf of the City of Houston.
2. I will not allow others to use my PCard and will ensure that my PCard is kept securely at all times.
3. I understand that under no circumstances will I use the PCard to make personal purchases, either for others or myself. There is no provision for personal purchases and subsequent reimbursement to the City of Houston.
4. I understand that the PCard may be only used for business expenses and will not include items considered to be inventory.
5. I will endeavor to obtain receipts, which reflect the sale amount excluding tax paid to the vendor, and which detail items purchased.
6. I will follow the established procedures for use of the PCard and submit my Statement timely, with all receipts attached to my Authorized Approver within three working days of distribution of cardholder statements. Failure to do so may result in revocation of my use privileges and/or my purchases being considered personal purchases, therefore requiring me to reimburse the City of Houston.
7. I am aware of my PCard credit limits and will abide by those limits.
8. I agree that should I willfully violate the terms of this agreement and use the PCard for personal use or gain that I will reimburse the City of Houston for all incurred charges and any fees related to the collection of those charges.
9. I will surrender my card to my Departmental Purchasing Card Coordinator upon request and/or termination of employment with the City of Houston.
10. This credit card may not be used as a reference to secure other personal credit cards.
11. I understand that any violation of this agreement or administrative policy may result in the following sanctions:
  - First violation: 30 days suspension
  - Second violation: 60 days suspension
  - Third violation: six months suspension
  - Egregious violation, as determined by the CPO: indefinite suspension.

Employee Signature: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Commitment Item: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Fund Dept. No. Cost Center GL No.*

Internal Order # \_\_\_\_\_

Justification for Card Assignment: \_\_\_\_\_

Suggested Spending Limit: Single Purchase Limit: \$ \_\_\_\_\_ Monthly Purchase Limit: \$ \_\_\_\_\_  
*\$3,000 max \$10,000 max*

Suggested Spending Profile(s): \_\_\_\_\_  
(Office Supplies, Fleet, Medical, Field Op, IT, Special Events) TRAVEL & FOOD PURCHASES REQUIRE APPROVAL FROM MAYOR'S OFFICE

Information Technology profile requires Citywide CIO or Federated Dept CTO Approval. Signature: \_\_\_\_\_

Authorized Manager Signature: \_\_\_\_\_

Authorized Manager Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Department Purchasing P-Card Coordinator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CHECK IF A RENEWAL CARD