



# Procurement & Virtual Card/Standing Purchase Order Agreement

By signing this agreement, I, \_\_\_\_\_, acknowledge that I understand that all Procurement Cards (P-Cards), Virtual Credit Cards (V-Cards) and Standing Purchase Orders (SPOs – aka Open PO) for Antelope Valley Community College District (“District”) are to be used for District Business only. Therefore, I agree to comply with all of the terms and conditions set forth below regarding their use:

1. I understand that I am to adhere to the P-Card, V-Card or SPO policies and procedures found within this document and on the District’s Purchasing Department webpage: <https://www.avc.edu/administration/busserv/Purchasing>.
2. I understand that I will be making financial commitments on behalf of the District, and will obtain fair and reasonable prices.
3. I certify that I will not use the P-Card, V-Card or SPO for non-college business as well as the following:
  - Unauthorized purchases
  - Personal purchases
  - Furniture (unless prior approval received from Facilities)
  - Gift Cards/Certificates
  - Gratuities and gifts
  - Printers, Computers, Scanners, or other IT/IMC equipment (unless prior approval received from IT)
  - Alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District
  - Capital Equipment
4. I am personally responsible for obtaining ALL original detailed/itemized receipts for purchases I make and will return those receipts to the Accounts Payable Department or upload those receipts into the Chrome River Travel Program for travel purposes
5. A copy of this agreement will be kept on file in the Purchasing Department and I will be responsible to maintain a copy for my own records.

### P-Card and V-Card Specific

6. I will be personally responsible for the safekeeping of the P-Card/V-Card assigned and checked out to me, and understand that no-one, other than myself, is permitted to use the P-Card/V-Card.
7. Within 24 hours, I will immediately report the theft or loss of the P-Card/V-Card while in my possession to the Purchasing Department.
8. I understand that, when available, P-Cards are checked out in the Purchasing Department after assignment of a Purchase Order number.
9. For the use of P-Cards, I understand that I must complete a Procurement Card Shopping list available on the Purchasing Department webpage, obtain the approval of my Administrator and present it to the Purchasing Department upon checkout of the P-card.
10. I understand that P-Cards are used by all District staff and I am to personally hand-deliver the cards to a member of the Business Services staff with detailed receipts within 2 business days of the checkout date, unless an extension is approved by the Purchasing Department or if it is required that I return it sooner. **P-Cards are NOT to be returned via inter-office mail or by another person.**
11. I will adhere to the following per transaction limits as follows for each P-Card, unless approval for an increased limit is given by the Purchasing Department:
 

a. Best Buy - \$200.00	c. Home Depot - \$200.00	e. Office Depot - \$200.00
b. Costco - \$PO Total	d. Lowe’s - \$200.00	f. Staples - \$200.00
12. I understand that P-Card/V-Card issued for Purchases Orders must be expended by the applicable end of fiscal year deadline and that P-Cards will not be available for checkout after this date.

**I understand that failure to follow any of the above listed terms and conditions, or if found to have misused a P-Card, V-Card and/or SPO in any manner, may result in my personal liability of purchases made, revocation of the privilege to use any and all District P-Cards, V-Cards and SPOs and/or possible supervisor disciplinary action.**

I hereby accept the terms and conditions listed above and acknowledge receipt of use of the P-Card.

Employee Name (Printed)	Employee Signature	Date
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**APPROVED BY:**

Administrator (Printed)	Administrator Signature	Date
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Fund Manager for Dept./Division (Printed)	Fund Manager for Dept./Division Signature	Date
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Please send completed and approved forms to [purchasing@avc.edu](mailto:purchasing@avc.edu).