

# 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