**STATE OF MARYLAND**

**CORPORATE PURCHASING CARD PROGRAM**

**AGENCY PURCHASING CARD PROGRAM ADMINISTRATOR (PCPA) AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have been assigned the duties of PCPA for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(EMPLOYEE NAME) (AGENCY NAME)

for the State of Maryland Corporate Purchasing Card.

1. I have received a copy of the State of Maryland Corporate Purchasing Card Program Policy and Procedures Manual \_\_\_\_\_\_\_\_(initial).
2. I have read the State of Maryland Corporate Purchasing Card Program Policy and Procedures Manual \_\_\_\_\_\_\_\_(initial).
3. I have contacted the GAD CPC Coordinator and have been set-up on ACCESS ONLINE \_\_\_\_\_\_\_\_(initial).
4. I have received training in adding, closing and modifying card in ACCESS ONLINE \_\_\_\_\_\_\_\_(initial).
5. I have received training in running spend reports in ACCESS ONLINE \_\_\_\_\_\_\_\_(initial).
6. I have received training in running card reports in ACCESS ONLINE \_\_\_\_\_\_\_\_(initial).
7. GAD CPC Global Administrator is Monica Wheatley, telephone 410-260-7520, email [mwheatley@comp.state.md.us](mailto:mwheatley@comp.state.md.us)
8. Telephone number for the ACCESS ONLINE technical help desk is 1-877-452-8083.
9. For account service and support contact Service Points at 1-877-846-9302, email [servicepointcps@usbank.com](mailto:servicepointcps@usbank.com)
10. Account Coordinator is Melissa Murphy; her telephone number is 1-855-250-6421, ext. 1566260, email [melissa.murphy@usbank.com](mailto:melissa.murphy@usbank.com)

**STATEMENT OF COMPLIANCE**

To the best of my ability I agree to ensure that all purchases are made in accordance with applicable laws, Code of Maryland Regulations (COMAR) or USM Policies and Procedures, and the *State of Maryland Corporate Purchasing Card Program Policy and Procedures Manual*. I understand that I will report to my manager and/or Agency Fiscal Officer if I have suspicion that any transactions are being made in violation with the above-mentioned procedures.

I further acknowledge and certify that I shall be personally responsible for any unauthorized Corporate Purchasing Cards being issued. I hereby authorize the State to deduct from my payroll check and from any other payments to me the amount of any payments made to unauthorized Corporate Purchasing Cards issued by me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchasing Card Program Administrator’s Signature/Date

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Agency Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature/Date Agency Fiscal Officer’s Signature/Date