

State of New Mexico  
Department of Finance and Administration Financial Control Division  
Procurement Card or Individual Travel Procurement Card  
Cardholder Agreement

I, \_\_\_\_\_, under penalty of perjury, hereby agree to comply with the terms and conditions governing the use of the State of New Mexico Procurement Card or Individual Travel Procurement Card. I have read and I do understand the terms and conditions, hereinafter referred to as “Policies and Procedures,” for use of the Procurement Card or Individual Travel Procurement Card. I understand that the Policies and Procedures include: 1) the State Procurement Card or Individual Travel Procurement Card Policies and Procedures issued by the Financial Control Division (FCD) of the New Mexico Department of Finance and Administration (DFA); and 2) the policies and procedures issued by the Agency. These policies may change at any time; as such, I understand that I may be required to attest to the terms of the new policies.

I understand that the State of New Mexico has delegated to me the authority to make certain purchases on its behalf by issuing me a Procurement Card or Individual Travel Procurement Card. Given that authority, I agree to accept responsibility for the proper use of the card. I agree that I am to use the card solely for legal, authorized and “Eligible Purchases,” as defined by the Policies and Procedures, and that those purchases must be for a valid public purpose, necessary for the conduct of State business, and within monthly and single purchase limits. I agree to make all purchases in accordance with applicable laws and regulations, including but not limited to the State of New Mexico Procurement Code.

I agree that the Procurement Card or Individual Travel Procurement Card may not be used for travel or travel-related expenses unless specifically authorized and approved by the Agency, FCD and the card issuer. In no instance shall I use the Procurement Card or Individual Travel Procurement Card for personal travel or personal expenses related to travel.

I understand that my failure to follow the Policies and Procedures will result in disciplinary action against me including, but not limited to: suspension, termination of employment, and/or criminal prosecution.

I understand that the Agency program administrator, the Agency head, or FCD may cancel my Procurement Card or Individual Travel Procurement Card privileges immediately, at any time, without cause.

I agree to return the card immediately upon any disciplinary action against me, or upon my termination of employment with the Agency, including but not limited to, suspension and/or termination (including retirement) or upon reassignment to another Agency. I agree to return the card immediately upon the request of the Agency program administrator, Agency head, or FCD, and that disciplinary action shall result for failure to do so.

I agree that I am responsible for complying with the State Procurement Card or Individual Travel Procurement Card Policies and Procedures issued by the FCD of the New Mexico DFA; and 2) the policies and procedures issued by the Agency.

I understand that, if the card is lost or stolen, I will immediately notify the Agency program administrator. I understand that failure to do so will result in disciplinary action against me.

I agree that I am personally liable for and will immediately repay to the State of New Mexico all costs incurred by the State due to my misuse of the Procurement Card or Individual Travel Procurement Card.

I certify that, I have received training by FCD and/or the Agency and fully understand the Policies and Procedures, including the consequences of failing to comply with them.

_____	Employee	_____
Signature		Date

_____	Agency	_____
Program Administrator Signature		Date

Work Email: \_\_\_\_\_

Work Cellphone #: \_\_\_\_\_