

COUNTY OF WESTCHESTER USE OF COUNTY PURCHASE CARDS

Purchase Cards are being issued with the intent of facilitating small purchases and to reduce paper transactions. The cards are to be used for incidental and emergency purchases in order to eliminate the use of Limited Departmental Purchase Orders (LDPO's) and Petty Cash.

These cards are not to be used to replace planning for purchases, which should still go through the Purchasing Department.

Rules for cards:

- (1) Each card is restricted for purchase(s) of \$150 at any one time up to a maximum of \$1,000 per month. Budget consideration should be considered.
- (2) An itemized receipt from vendor should support each purchase. You cannot buy from a vendor who does not provide an itemized receipt.
- (3) Be sure that there are no sales taxes included.
- (4) These cards cannot and should not be used for travel or luncheon expenses.
- (5) No cash withdrawals are permitted.
- (6) Be careful with the use of these cards.
- (7) There will be zero tolerance for misuse or inappropriate use of these cards. Any misuse could mean loss of your job.
- (8) In case of **lost** or **stolen** purchase card, please take the following actions immediately
 1. Inform Citibank at **1-800-248-4553** and
 2. Inform Westchester County Dept of Finance Accounts Payable at **(914) 995-2788**.

I have read the above and agree to the terms listed.

Signature: _____ **Date:** _____

Name: _____ **Email:** _____
xxxx xxxx x737 8727 **Exp Date:** _____