

State of Maine Procurement Card Approver Agreement

Congratulations! You now have the responsibility of being an Approver for State of Maine Procurement Card (PCard) Program Cardholders. Your participation in the Procurement Card Program carries responsibilities along with it. Although the card is issued in the cardholder's name, it is State property and must be used with good judgment. **By signing this agreement, you acknowledge that you understand and will comply with the State of Maine Procurement Card policy and procedures; including guidelines, as listed below.**

I, as an authorized cardholder approver, fully understand and agree to the following terms and conditions regarding the use, safekeeping, reviewing, and approving of the PCard and posted transactions of each card for which I am responsible as the approver:

1. I understand and accept full responsibility for the review and approval of the transaction for the Cardholders that I manage.
2. I have completed the online web-based training (WBT) for Commercial Approver and agree to follow all policy and procedures established for use of the PCard.
3. I will ensure that the Cardholders I manage have not used their PCard for non State of Maine related business, unauthorized purchases, or for personal purchases.
4. I will ensure that the Cardholders I manage have used their PCard in compliance with purchasing requirements as set forth in State of Maine policy and procedures and the PCard guidelines.
5. I will ensure that ALL original detailed receipts (purchase and credit documents) have been submitted in accordance with State of Maine PCard procedures.
6. I understand that if any inappropriate use of the PCard by any Cardholders that I manage must be documented and reported to the Agency Procurement Card Coordinator and the Procurement Card Administrator immediately.
7. I understand that failure to follow any of the above listed terms and conditions or misuse of the PCard in any manner may result in:
 - Revocation of the privilege to approve/review cardholder transactions;
 - Disciplinary action; and/or
 - Termination of employment, and/or criminal charges being filed with the appropriate authority.

I hereby accept the above terms and conditions and acknowledge receipt of the PCard.

Approver Name Printed / Approver Signature

Date Signed

Approver Email Address: _____