



# Purchasing Card Application

## Employee Information

TAKI Renner  
 First Name Middle Initial Last Name

109 East Olive Street  
 Business Address

Bloomington IL 61701  
 City State Zip

(309) 434-2210 10476  
 Business Phone Employee ID

tranner@cityblm.org  
 E-mail Address

## Company Information

City of Bloomington  
 Company Name

109 East Olive Street  
 Company Address

Bloomington IL 61701  
 City State Zip

\$3,000 10011110  
 Monthly Credit Limit Single Transaction Limit (optional) Default Index Code

Bobby  
 Name of Proxy if applicable

## Employee / Approval Signature

By signing this application, applicant agrees to be bound by the terms of the Purchasing Card Account Cardmember Agreement accompanying the card. Applicant understands that the card is to be used for designated purchasing charges only due to the corporate liability of the card.

TAKI Renner  
 Signature of Applicant / Date  
 MAY 04

[Signature]  
 Signature of Department Head / Date  
 city manager

Ordered  
 6/4/13

**Cardholder Agreement for Proper Use of the PCard**  
**EMPLOYEE AGREEMENT**

By using the PCard, I agree to comply with the following terms and conditions regarding my use of the PCard.

1. I understand that I am being entrusted with a valuable tool - a corporate Procurement Credit Card. I will be making financial commitments on behalf of the City of Bloomington. I will obtain the best value by obtaining quotes, planning purchases in advance when possible, and limiting emergency purchases.
2. I understand that the City of Bloomington is liable to Commerce Bank for all charges made on my PCard. Misuse or abuse of the P Card will result in revocation of the PCard in accordance with the City's Progressive Discipline Policy.
3. I agree to use the PCard for approved purchases only. Misuse or abuse of the P Card will result in revocation of the PCard in accordance with the City's Progressive Discipline Policy. Policy violations include, but are not limited to:
  - Purchasing items for personal use
  - Using the PCard for travel and entertainment expense without prior authorization
  - Use of the PCard to obtain a cash advance or cash in lieu of a credit to the card account
  - Failure to submit proper documentation with each monthly statement
  - Splitting a purchase or using another Cardholder's PCard to circumvent the purchasing limit of the PCard or the bid threshold
  - Using or attempting to use the PCard to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the City
  - Not obtaining quotes or strict adherence to any procurement activity per the Purchasing Policy
4. If the PCard is lost or stolen, I agree to notify Commerce Bank and the Purchasing Agent immediately.
5. I have received a copy of the PCard policy and accept the terms and conditions of the policy and procedures for use of the PCard.

  
Employee Signature

*6/4/2013*  
Date

Employee ID Number

  
Department Director Signature

  
Purchasing Agent Signature