

City of Los Alamitos

Administrative Regulation

Regulation:	2.4	
Title:	Purchasing Cardholder Agreement (Cal-Card)	
Authority:	City Council	
Date:	December 6, 2004	City Manager
Revised:		

- 1. Purpose:** The purpose of this regulation is to provide guidance and agreement on the use of Cal-Card by members of the City Council.
- 2. Application:** This Administrative Regulation shall apply to each member of the City Council who elects to receive and use the Los Alamitos Purchasing Card (Cal-Card).
- 3. Regulation:** Each member of the City Council who elects to receive and use the Los Alamitos Purchasing Card (Cal-Card) agrees to the Purchasing Card conditions enumerated in Administrative Regulation 5.1, and also agrees to submit a signed Cardholder Agreement (sample attached).

CITY OF LOS ALAMITOS
CARDHOLDER AGREEMENT
FOR PARTICIPATION IN THE
STATE OF CALIFORNIA CAL-CARD PROGRAM
(MAYOR AND COUNCILMEMBERS)

I, [INSERT NAME], hereby acknowledge receipt of City of Los Alamitos Purchasing Card No. [INSERT NUMBER], which bears the registered trademark of IMPAC. I understand that this card has been provided to me through the City of Los Alamitos' participation in the State of California Cal-Card Program and that, as a cardholder, I am a designated employee under this program. I acknowledge receipt of the Cal-Card [INSERT TITLE OF THE IMPACT CARD TERMS AND CONDITIONS]. As a cardholder, I understand and agree to comply with the terms and conditions of the Cal-Card program and this Agreement.

I also acknowledge receipt of Los Alamitos Administrative Regulation 5.1 (Purchasing Card Program/Cal-Card). I agree to abide by Regulation 5.1 in my use of the card.

I understand that I am limited to the following dollar amounts when using this card for approved City of Los Alamitos purchases: Single transaction limit: [INSERT \$ AMOUNT]. Monthly limit: [INSERT \$ AMOUNT].

I agree to use this card only for City of Los Alamitos approved purchases related to City business. I understand that my primary use is for air flight reservations, hotel reservations, vehicle rentals and conference registrations. I understand that the card shall not be used to purchase meals, travel or other items for third parties who are not city employees or officials, even if related to City business. I understand and agree that I am the only person authorized to use this card and that no one else may use this card for any reason.

I further agree to retain any bankcard receipts to complete the transaction and to verify the expenditure on behalf of the City. I further understand that such receipts are to be submitted to the City Clerk within five (5) days from the date of purchase or, if applicable, from the date on which I return from the business-related trip or conference.

I further agree not to use the Purchasing Card for any purchases that conflict with the City's purchasing procedures. That is, advance approval of each purchase shall be provided by ordinance, resolution, administrative regulation, action of the City Council, and/or the City Manager.

I agree to immediately report the loss or theft of the Purchasing Card to the [INSERT TITLE]. I also agree to immediately notify [INSERT TITLE] of any changes to my cardholder information, including, but not limited to, my address and telephone number.

I understand that the City of Los Alamitos is liable to IMPACT and Visa for all City of Los Alamitos charges. I further understand that the City of Los Alamitos will audit the use of this

card and will report any discrepancies or misuse of the card to the City Manager and, if necessary, to the Los Alamitos Police Department.

I understand that the City of Los Alamitos may terminate my right to use this card at any time for any reason. I agree to return the card to the City of Los Alamitos immediately upon request or upon separation from my position.

I understand that approval of this Agreement by the City of Los Alamitos represents the City's trust in me as a responsible agent to safeguard and protect City assets. I hereby acknowledge receipt of this Agreement and confirm that I have read and understand all its terms and conditions. I further acknowledge and confirm that any violation of the terms and conditions of this Agreement may result in action against me by the City.

CARDHOLDER

Signature

Date

Print Name

Department

CITY MANAGER APPROVAL

Signature

Date

Print Name

- Attachments: 1. Cal Card Terms & Conditions
2. City of Los Alamitos Administrative Regulation 5.1