

SOUTH CAROLINA MILITARY DEPARTMENT

Purchasing Card Cardholder Agreement

The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of the SC Military Department/Office of the Adjutant General (Agency).

The Purchasing Card must be used in accordance with the provisions of the Consolidated State Procurement Code and the Agency's State Procurement Policy #E24-115.04 (State Purchasing Card)

Violations of these State Codes and Agency Policies may result in revocation of use privileges, disciplinary actions up to and including termination of employment, and criminal prosecution. Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse the Agency for all costs associated with such improper use.

Purchasing Card Account Number: _____

Monthly Credit Limit: _____

Purchase Card Received by: _____

Purchase Cardholder Signature: _____

Date: _____

Agreement Received by: _____
Purchasing Card Program Administrator