

GOVERNMENT PURCHASING CARD
Acknowledgment of Terms of Use and Consent

TERMS OF USE

I, THE UNDERSIGNED, hereby acknowledge that I have read and understood the following terms and conditions of use and agree to abide by them:

Definitions

1. In this Acknowledgment and in the Consent below:
 - a) "Authorized Purchases" means purchases made on behalf of the Province for the benefit of the Province, using purchasing cards, as specified from time to time in the Core Policy and Procedures Manual and in the Purchasing Card Manual;
 - b) "Bank" means the Bank of Montreal;
 - c) "Card" means the purchasing card to be issued to me by the Bank pursuant to an agreement between the Bank and the Province;
 - d) "Card Number" means the number which appears on the face of the Card;
 - e) "Ministry" means the ministry or entity of the Province which employs me;
 - f) "Province" means Her Majesty the Queen in right of the Province of British Columbia;
 - g) "Purchasing Card Coordinator" means the individual designated by the Ministry as responsible for administering the purchasing card program within the Ministry; and
 - h) "Purchasing Card Manual" means the manual prepared by the Ministry of Finance, as amended from time to time, which describes the policies of the Province governing use of purchasing cards.
7. I will use the Card to make Authorized Purchases only up to and including such transaction limits as may be specified from time to time by the Province in its sole discretion.
8. I will abide by any Ministry or other policies of the Province, as published from time to time (including without limitation the Purchasing Card Manual), regarding use of the Card and accounting for purchases.
9. I will safeguard the Card and the Card Number.
10. I will immediately notify the Bank and the Purchasing Card Coordinator if the Card is lost, stolen, damaged, destroyed or used by anyone other than me.
11. I will promptly inform the Purchasing Card Coordinator of changes in my business address, telephone number and email address.
12. I will promptly inform the Purchasing Card Coordinator upon transfer from my position, taking leave of absence, or termination of employment.
13. I acknowledge that misuse of the Card may result in disciplinary action against me by the Province, including dismissal.

Cessation of Card Use

14. I will immediately cease using the Card upon instruction from my supervisor or manager or the Purchasing Card Coordinator.
15. Upon instruction from my supervisor or manager or the Purchasing Card Coordinator, I will immediately deliver the card to my supervisor, or the Purchasing Card Coordinator, as instructed.
16. I will immediately cease using the Card and will deliver the Card to my supervisor should I cease to be employed by the Province.

Assignment

17. I will not assign or transfer the Card.

Card Ownership

2. The Bank is the owner of the Card at all times.

Card Use

3. I will not authorize or permit any other person to use the Card.
4. I will not use the Card for any personal purchases.
5. I will use the Card only for Authorized Purchases.
6. I will not use the Card to obtain cash advances.

CONSENT

I, THE UNDERSIGNED, hereby consent for the purposes of the *Freedom of Information and Protection of Privacy Act* to:

- a) the Province and the Bank disclosing or exchanging personal information relating to my use of the Card, including my government issued employee ID number, between one another or with any subcontractor of the Bank, for the purposes of collecting, recording, storing, auditing, reporting, and processing information relating to the use of the Card; and
- b) the Bank or its subcontractor storing, outside of Canada, any such personal information.

PRINT NAME

GOVERNMENT EMPLOYEE ID NUMBER

SIGNATURE

DATE SIGNED

YYYY / MM / DD

X