COMMONWEALTH OF VIRGINIA CORPORATE PURCHASING CARD
EMPLOYEE AGREEMENT

I, _____, acknowledge receipt of a Visa Corporate Purchasing Card. A
conditions regarding my use of the Card:

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of my agency and will strive to obtain the best value for the agency by using State contracts and other "preferred suppliers" as identified.

2. I understand that my agency is liable to Visa for all authorized charges made on the Card.

3. I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand that my agency will review the use of this Card and the related management reports and take appropriate action on any discrepancies.

4. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.

5. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational changes that cause my cost center to likewise change, I also agree to return my Card and arrange for a new one, if appropriate.

6. If the Card is lost of stolen, I agree to notify the Program Administrator and Visa immediately.

7. I understand that in order to properly purchase goods and services, I must use eVA for those purchases that qualify and record the PCO (Purchase Card Order) number in the purchasing log documentation. For those goods and services excluded from eVA and purchased via the internet, not through eVA, the vendor must have a Secure Socket Layer (SSL) Version 2.0 or greater. To ensure the vendor has a SSL, the address window must start with https://. I will record the vendor's website address in my purchasing log documentation.

_____	_____	_____
Employee Signature	Date	VMI Department
_____	_____	
Supervisor's Signature	Date	
_____	_____	_____
Address	Program Administrator's Signature	Date