

State of New Mexico
Department of Finance and Administration Financial Control Division
Procurement Card or Individual Travel Procurement Card
Agency Agreement

The _____ (Agency) agrees to comply with the terms and conditions governing the use of the State of New Mexico Procurement Card as described in the State Procurement Card Policies and Procedures issued by the Financial Control Division (FCD) of the New Mexico Department of Finance and Administration (DFA).

The Agency agrees to establish internal controls over the use of the Procurement Card or Individual Travel Procurement Card.

The Agency agrees to establish its own policies and procedures to require that the detail on the card issuer statements be matched to the receipts submitted by the cardholder.

The Agency agrees to develop methods to control the issuance of Procurement Cards or Individual Travel Procurement Cards to employees. The Agency agrees that the methods and controls established will be documented in writing.

The Agency agrees to establish internal written policies and procedures and to develop internal business processes that ensure that all payments are made to the card issuer within fifteen (15) days of the statement's issue date. The Agency agrees that late fees, penalties and interest are its responsibility.

The Agency agrees to establish internal written policies and procedures and to develop internal business practices to ensure that the use of the Procurement Card or Individual Travel Procurement Card does not result in obligations in excess of budgeted appropriations. This will include individual card credit limits as set by the Agency and overall Agency credit limits as set by DFA.

The Agency agrees to request from the FCD a policy exemption from submitting invoices and from encumbering proposed Procurement Card or Individual Travel Procurement Card purchases prior to those purchases.

Prior to issuing a Procurement Card or Individual Travel Procurement Card, the Agency agrees that FCD and/or the Agency Program Administrator will train cardholders on the appropriate use of the card to include the State Procurement Code, and FCD policies and procedures. The Agency agrees to inform the cardholder of its Agency's policy and procedures.

The Agency agrees that its program administrator shall be responsible for: assisting in issuing cards to appropriate Agency employees; monitoring compliance with Agency and FCD procurement card policies and procedures; and cancelling Procurement Cards or Individual Travel Procurement Cards for any reason.

The Agency agrees to maintain a record of each employee who has received a Procurement Card or Individual Travel Procurement Card.

The Agency agrees to implement procedures that ensure the cancellation of an employee's Procurement Card or Individual Travel Procurement Card immediately upon any of the following occurring: transfer of the employee to another Agency, resignation of the employee, retirement of the employee, misuse of the Procurement Card or Individual Travel Procurement Card by the employee or termination of the employee. The Agency agrees that its program administrator will recover the Procurement Card or Individual Travel Procurement Card; notify the card issuer; cancel the card; and document the method of card disposal. Under no circumstance shall cancellation occur later than the last day of employment.

The Agency agrees to maintain a record of all payments made to the card issuer, including supporting documentation.

The Agency agrees to make payment of the total amount of the balance due on each statement to the card issuer within fifteen (15) days of the statement issue date regardless of errors, or discrepancies in, or any disagreement with the statement, including, items returned to vendors, credit vouchers not appearing on the statement and disputes with either the vendor or card issuer. Nevertheless, the Agency agrees that it will resolve any discrepancies on the monthly statement within fifteen (15) days of the issue date on the statement or as soon thereafter as possible. The Agency agrees that late fees, interest and penalties are its responsibility.

The Agency agrees to establish and control the cardholder's purchasing limits according to the cardholder's level of responsibility and job requirements.

The Agency agrees to forfeit all procurement cards to FCD immediately upon failing to comply with FCD's State Procurement Card Policies and Procedures.

Agency Head Name

Date

Agency Head Signature

Date