

SOA PURCHASE CARD Statement of Responsibility

I, the undersigned, accept responsibility for SOA Purchase Card No. _____ for the purpose of making purchases for _____ on _____.
(Function) (Date)

I agree to the following policies governing use of the Purchase Card:

I will use care to protect the Card;
I will treat the Card as if it is cash;
I will not purchase alcohol with the Card;
I will not use the Card for personal purchases;
I will not loan the Card to any other persons;
I will get an itemized receipt from each vendor at the time of purchase.
I will review the itemized receipt to ensure that the name of our group, SOA Purchase Card number, and my signature are on the receipt;
I will return the Card & all required receipts to the Treasurer no later than:

(Date)

If the card is lost or stolen while I have the Card in my possession, I understand that I can be held accountable for any unauthorized purchases and may be required to reimburse the organization for lost funds.

Purchase Limit \$ _____
(To be completed by Organization Treasurer)

(Signature of Authorized Purchaser)

(Date)

Note to Treasurer:

YOU MAY NOT LEND YOUR ORGANIZATION'S SOA PURCHASE CARD TO ANYONE WITHOUT COMPLETION OF THIS DOCUMENT.