



SHAREN WILSON
Criminal District Attorney
Tarrant County

Memorandum

To: Melissa Lee, Purchasing Agent
From: Sharen Wilson, Criminal District Attorney
Date: December 5, 2022
Re: Procurement Card Application

Please accept this request to authorize Ann Durfee from the Tarrant County Criminal District Attorney's Office to receive a procurement card as soon as possible but no later than December 16, 2022. The procurement card is used for the purpose of purchasing supplies, meeting materials, general items for the office, and making witness and employee travel reservations.

I can be reached at (817) 884-1644 with any additional questions.

Sincerely,

Sharen Wilson
Criminal District Attorney

EMPLOYEE AGREEMENT

I, Ann Durfee, Business Manager, hereby request a Procurement Card, hereafter the Card. As a holder I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with the Card and will be making financial commitments on behalf of the County.
2. I understand that the County is liable to Chase Bank for all charges made on the Card. I understand that I am liable for all charges not in compliance with this Agreement or with the Tarrant County Procurement Card Policy/Procedures Manual, hereafter the Manual.
3. I agree to use this Card for purchases in compliance with the manual and agree not to make purchases in violation of the policy set forth in the Manual. I understand that the County Auditor will audit the use of this Card and that appropriate actions will be taken to enforce this agreement and violations of the Manual.
4. Failure to follow Manual may result in the revocation of my use of the Card and other possible disciplinary actions.
5. I have received a copy of the Manual and understand the requirements of the Card's use.
6. I agree to return the Card immediately upon request or upon termination of my employment (including retirement).
7. If the Card is lost or stolen, I agree to notify the Purchasing Agent and Chase Bank immediately. If the Card is used in a manner not authorized by the manual, I agree to notify the Purchasing Agent immediately.
8. I understand that the burden of proof will be upon me to show that the items purchased were made in compliance with the policy as set forth in the Manual.
9. **Purchases made in violation of the policy as set forth in the Manual will subject me to liability for the total dollar amount of such unauthorized purchases.**

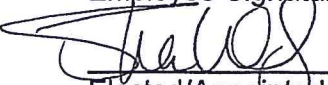

Employee Signature

Tarrant County Criminal District Attorney's Office

Department

12/5/22

Date


Criminal District Attorney

Elected/Appointed Official or Department Head

12/5/22

Date

