



## *Memorandum*

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To: Melissa Lee, Purchasing Agent

From: Heider Garcia

Date: 05/09/2023

Re: Procurement Card Application

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Please accept this request to authorize Troy Havard, from the Tarrant County Elections to receive a procurement card for the purpose of purchasing supplies, meeting materials, and general items for the office, travel expenses and election day meals.

I can be reached at (817) 831-6480 with any additional questions.

Sincerely,

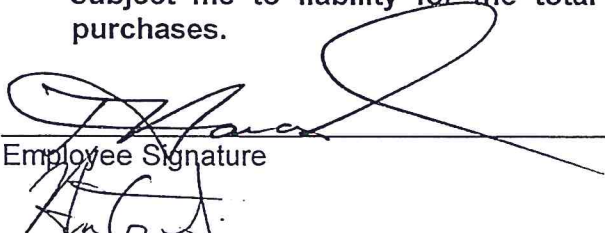
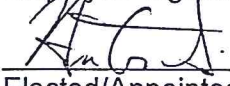
A handwritten signature in black ink, appearing to read "Heider Garcia", is written over a horizontal line.

Heider Garcia  
Elections Administrator

## EMPLOYEE AGREEMENT

I, Troy Havard, 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.**

|   |            |          |
|---|------------|----------|
|  | Elections  | 5/9/2023 |
| Employee Signature  | Department | Date     |
|  |            | 5/9/2023 |
| Elected/Appointed Official or Department Head                                       |            | Date     |



