

Cardholder Eligibility:

You were selected to receive a Purchasing Card because you should have job responsibilities that require the purchase of certain types of goods or services.

- You must be a permanent or limited status or exempt employee of the State of Vermont, nominated by your Department Manager, and approved by your Agency Administrator.
- If applicable, you will be assigned a Departmental Liaison selected by the Agency Administrator.
- Your Cardholder Status falls into one of two categories:
 - Purchasing only
 - Purchasing and Travel combined
- Your Department Manager or Departmental Liaison will tell you which category of purchases you may be permitted to make.
- The Department Manager is responsible for designating Cardholders, and will assist in assigning each Cardholder spending limit. You should verify the transaction and credit limits assigned to your Purchasing Card with your Department Manager or Departmental Liaison.