

*a*

AM-309-1-1

*m*      ***Authorization for Wage Reduction***

I hereby acknowledge receiving AM-309-1 governing the use of Small Purchase Procurement Card ("SPPC"). I have read AM-309-1 and understand that it is my primary responsibility to ensure that the SPPC is used only for the purchase of items authorized in AM-303-1, Direct Payment Order, or as otherwise permitted under this AM policy. I further acknowledge that if it is determined that I have misused the SPPC, I may be held personally responsible for the value of the misuse. I agree to have deducted from my payroll check the amount of any unauthorized use of the SPPC.

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Signature of SPPC Holder

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Printed Name of SPPC Holder