

CARD USER AGREEMENT
Participating Employee Acknowledgement of Responsibilities

By participating in the School District Purchase Card Program as a Card User, you assume responsibilities pertaining to the operation and administration of the Purchase Card Program. These responsibilities include but are not limited to the following:

1. The School District Purchase Card is to be used for school business expenditures only. The Purchase Card may only be used under the parameters and procedures established for the Purchase Card Program which are detailed in "Purchase Card User Manual". The School District Purchase Card **MAY NOT** be used for personal purchases or business entertainment purposes or cash transactions.
2. By accepting the Card, you assume responsibility for the Card and will be responsible for all charges made with the Card during the time period in which you have the Card. The card may only be used by the person who has signed the card out.
3. The School District Purchase Card must be maintained with the highest level of security. If the Card is lost or stolen, or if you suspect the Card or Account Number has been compromised, you agree to immediately notify the bank and the School District Purchase Card Program Administrator.
4. All charges will be billed and paid directly by the School District. It is the Card User's responsibility to obtain transaction receipts from the merchant or supplier each time the Purchase Card is used. The receipt should detail each item purchased. As the District is not subject to sales tax, the receipts **MUST** show that the sales tax was not charged. Proper documentation regarding purchases will be submitted to my Supervisor or designee immediately after the purchase has been made or merchandise is received.
5. Cardholder Accounts are subject to periodic internal control review and audits designed to protect the interests of the School District. By accepting the Card, you agree to comply with these reviews and audits.
6. Parameters and procedures related to the Purchase Card Program may be updated or changed at any time. The School District will promptly notify you of these changes.

You agree to surrender and cease use of the Card upon termination of employment. In addition, you must surrender and cease use of the Card if you transfer or relocate. You may also be asked to surrender the Card at any time deemed necessary by the district. Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal.

Employee Acknowledgement

By signing below, I acknowledge that I have read both the Purchase Card User Manual and the Card User Agreement and agree to the terms and conditions of these documents. I certify that as a participating Card User of the School District Purchase Card Program, I understand and assume the responsibilities listed above.

Employee Signature

Name (Print)

Date

Supervisor Signature

Name (Print)

Date