

CARDHOLDER IMPLEMENTATION FORM
EMPLOYEE USAGE AGREEMENT

Your participation in the procurement card program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered district property and should be used with good judgment. Your signature below verifies that you understand this agreement and agree to comply with district procurement card procedures.

1. The procurement card is provided to employees based on their need to purchase school-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for school-related purchases only; personal charges are not to be made to the card.
3. You are the only person entitled to use the card and are responsible for all charges made against the card.
4. Improper use of the card can be considered misappropriation of district funds, which may result in disciplinary action, up to and including termination.
5. All charges are billed directly to and paid directly by the district. Any personal charges on the card could be considered misappropriation of district funds since the cardholder cannot pay the bank directly.
6. Cardholders are expected to comply with internal control procedures in order to protect district assets. This includes keeping receipts, reconciling the monthly purchasing memo statement, and following proper card security measures.
7. Cardholders are responsible for reconciling their monthly purchasing memo statement and resolving any discrepancies by contacting the supplier first and then the bank.
8. Each account is assigned a cost accounting code by management and purchases may be automatically charged to that code. The code can only be changed by management approval. If changed, a new accounting code does not affect past charges, only future charges.
9. A lost or stolen card should be reported immediately by telephone to the school district school administrator.
10. A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

I have read this agreement; I understand the responsibilities that I will be assuming; and, I agree to conform to the district's purchasing card procedures, which I have received and reviewed separately.

Cardholder Signature

Program Administrator Signature

Type or print name above

Type or print name above

Date

Date