

PURCHASING CARDHOLDER USE AGREEMENT

I \_\_\_\_\_ (name) agree to the following statements concerning use of the purchasing credit card:

- A. I have reviewed Board Policy 6424 and AG 6424, and I agree to the terms and conditions stated therein.
- B. I understand that purchasing cards are to be used for official school business only. I will strive to obtain the best value for the goods and services I purchase.
- C. I will not permit the purchasing card issued to me to be used by any other individual, nor will I direct any other individual to make purchases with my card.
- D. I understand I may never use the purchasing card for personal items or services, and that such misuse of the card may lead to disciplinary action, including but not limited to revocation of card user privileges and termination. I will reimburse the Board for any improper or fraudulent use of the card by me, and for any fees, including legal fees, connected to the collection of those charges.
- E. I will follow the established procedures for making purchases, logging purchases, retaining proof of purchase documentation, verifying charges on billing statements, and providing necessary documentation to \_\_\_\_\_ for payment processing. I understand I am solely responsible for ensuring the delivery of goods and services from vendors.
- F. I will notify \_\_\_\_\_ immediately of vendor disputes.
- G. I will keep the card and its 16 digit account number in a secure location. If my card is lost or stolen, I will notify the card company bank immediately and inform \_\_\_\_\_. My failure to notify the bank of a lost or stolen card could make me responsible for fraudulent use of the card.
- H. I understand my card user privileges may be terminated at any time for any reason. I will surrender the card upon the request of \_\_\_\_\_ or upon my separation from employment with the Board.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date