

Procurement Card User Agreement

I understand that the Bellingham School District No. 501 has authorized my use of a district procurement card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the following terms and conditions:

1. I will use the card(s) issued to me only for the payment of authorized expenses on behalf of the district.
2. I will not use the card(s) to obtain cash advances
3. I will not use the card(s) for any non-district purpose
4. I will not allow the card(s) to be used by any unauthorized individual
5. I understand that the card(s) will not be used for salaries or wages, gifts, donations, personal services, equipment that needs to be on the inventory (over \$800 or theft sensitive), or food/beverage items.
6. I understand that I will be responsible for the timely submission of all original itemized and detailed receipts and signed procurement card charge slips.
7. In the event of my transfer or separation from employment, I will immediately notify and surrender to the Purchasing Office cards issued to me.
8. I will immediately report any lost or stolen card to BMO/Harris Bank and to the Purchasing Office.
9. I understand that any charges against the procurement card not properly identified or not allowed by the district shall be paid by the employee incurring the charges by payroll deduction. I further understand, in compliance with RCW 42.24.115, that if any disallowed charges are not repaid before the procurement card billing is due and payable, that the district shall have a prior lien against and a right to withhold any and all funds payable to me up to the amount of the disallowed charges and any applicable interest. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the cards upon demand to the superintendent or designee.
10. I understand that any variance to and/or violation of the above conditions will result in cancellation of the card. Misuse of the card may result in discipline and/or personal liability for disallowed charges.
11. Any procurement card use is subject to examination by the Purchasing Office and by the State Auditor's Office at any time.
12. The District shall have unlimited authority to revoke approval to use any procurement card issued and upon revocation shall not be liable for any charges subsequently incurred.
13. I understand that purchases are limited to \$_____per transaction per card.
14. I understand that the credit limit per month is \$_____ per card.

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE CONDITIONS LISTED ABOVE.

Employee's Name (print)

Cardholder's Name (print)

Employee's Signature

Date

Cardholder's Signature

Date

Building/Department