

School District #85 Purchasing Card Agreement

By giving you the use of a Purchasing Card the District is placing a high degree of trust in you. You are empowered, as a responsible agent, to purchase goods in the District's name. Your signature on this agreement is verification that you have read and agree to comply with the purchasing card guidelines as well as the following responsibilities:

1. I understand the card is for District-approved purchases only, and I agree not to charge purchases outside the parameters as described in School Board Policy.
2. Improper use of this card can be considered misappropriation of District funds. This may result in disciplinary action, up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify US Bank of Canada, SD #85 Secretary-Treasurer, and the Accounts Payable Department by telephone. I will confirm the telephone call with a written notice sent by e-mail or facsimile to US Bank of Canada with a copy to SD #85 for both departments.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in the name of the school principal. However, I am considered responsible for any and all charges against the card while it is signed out to me.
6. All charges will be billed directly to and paid directly by the District. The US Bank of Canada cannot accept any monies from me directly; therefore any personal charges billed to the District could be considered misappropriation of District funds.
7. As the card is District property, I understand that I may be periodically required to comply with internal control procedures designed to protect District assets. This may include being asked to produce the card to validate its existence and account number. I will provide receipts to the school each time I use the Purchasing Card.
8. The school will receive a monthly reconciliation statement, which will report all activity during the statement period. Since I am responsible for all charges on the purchasing card while it is signed out to me, I will resolve any discrepancies by either contacting the supplier or US Bank of Canada.
9. I understand a purchasing card is not necessarily provided to all employees and that my use of a purchasing card is based on my need to purchase materials for the District. My use of a purchasing card may be revoked for any reason, including change of assignment or location. I understand that a purchasing card is not an entitlement nor reflective of title or position.

By signing this agreement, you are confirming that you have read, understand and agree to be bound by the above.

Employee Name (please print)

Witness

Signature

Date