

**SAYDEL COMMUNITY SCHOOL DISTRICT**

**EMPLOYEE AGREEMENT -- CREDIT CARD CHECKOUT**

I, \_\_\_\_\_ hereby acknowledge receipt of the Saydel Community School District Credit Card. As a cardholder, I agree to comply with the terms and conditions for use of a credit card as follows:

1. The Employee hereby agrees to immediately return the Procurement Card to the District upon completion of the purchase, request, transfer or separation from the District.
2. Employee shall immediately notify the \_\_\_\_\_ ("Bank") in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (\_\_\_\_) \_\_\_\_-\_\_\_\_ or by fax notice to the Bank at (\_\_\_\_) \_\_\_\_-\_\_\_\_. Employee shall also immediately notify the Procurement Card Administrator of possible loss, theft, or unauthorized use of the Card.
3. Attached herewith and incorporated by reference herein is a Statement of Authority of Procurement Card use that sets for the authority and express limits of authority of Employee's use of the Procurement Card. Employee agrees to use the Procurement Card in accordance with and shall comply with the terms of the Procurement Card Program Manual.
4. Utilization of the Procurement Card must be within annual budget parameters and consistent with applicable Board policies and procedures.
5. The Procurement Card may not be utilized to circumvent State and District competitive bid laws and policies.
6. Employee shall process a purchase order and submit itemized receipts and such other reasonable documentation of goods or services purchased as requested by the Procurement Card Administrator. Undocumented receipts or unauthorized charges shall be resolved by the employee with the Business Office within 14 days of the charge. Unauthorized charges or purchases not documented through itemized receipt will be paid by said employee by check, cash or payroll deduction. It is the right of the District to pursue payroll deduction without employee consent after the 14-day period.
7. The Employee shall not use the Procurement Card for the purchase of any goods or service not authorized by the terms of this Agreement or by the direct written approval of the Business Manager or designated Procurement Card Administrator. Consequences for Procurement Card procedure violation are at the discretion of Procurement Card Administrator and will be based on the severity and frequency of the violation. It is the discretion of the Procurement Card Administrator to remove/restrict Procurement Card privileges for violations of Procurement Card procedures by employees. It is the discretion of the Board of Directors to remove/restrict Procurement Card privileges for procedure violations of the Superintendent. Loss of Procurement Card privileges includes acting as an approver for other cardholder's purchasing activity. If, at any time, an employee's Procurement Card privileges are suspended or revoked, the employee is also prohibited from using ANY other District Procurement Card. The District reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including termination of employment for employee misconduct.

In addition to the loss of Procurement Card privileges based on the severity of the violation, employees may be subject to additional disciplinary action up to and including termination of employment for employee misconduct.

8. This Agreement may not be modified in any way without the approval of the District.

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

**Approved:** September 2016

**Reviewed:** January 2018

**Revised:**