

PURCHASING
(Card Usage Agreement Employee)

I understand that the use of district credit/purchasing cards is a privilege. I have been informed of the district's policies and procedures on the use of credit/purchasing cards, and I agree to follow them. I understand and agree to only use district credit/purchasing cards for authorized district expenses. I will produce documentation for all expenses when directed. I will not charge more to the card than authorized by Board direction.

I will take all reasonable measures to protect district credit/purchasing cards against damage, loss, misuse and theft. I will not allow any other person to use the cards provided to me, and I will report fraud, theft or misuse to the superintendent or designee immediately. I will surrender all credit/purchasing cards upon completion of my employment with the district or upon demand by the district.

I understand that failure to follow district rules regarding credit/purchasing cards could lead to loss of the privilege of using the district's cards, discipline or termination, and that the district will also seek restitution for any loss.

Signature	Title	Date
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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 03-11-2010

Revised:

Tri-County RVII School District; Jamesport MO