

PURCHASING CARD ISSUANCE AGREEMENT

Card #

Date Issued

1. I understand that I am being entrusted with a corporate purchasing card and will be making financial commitments on behalf of the West Central School District 49-7. I will strive to obtain the best value on behalf of the District.
2. I will **NOT** allow others to use the purchasing card entrusted to me (other than department cards with proper documentation) and will ensure that the card is kept secure at all times.
3. Under no circumstances will I use the purchasing card to make personal purchases, either for myself or for others. The purchasing card may be used only for District expenses.
4. I understand that the West Central School District is tax-exempt and I will carry a tax-exempt card, present it at the point of sale and make every effort to ensure sales/use tax is not charged.
5. I will obtain **ALL** receipts which detail the items purchased and the amount of sales/use tax paid to the vendor. The documentation retained should include sales receipts, packing lists (if applicable) and purchasing card transaction receipts. **I understand failure to turn in all receipts will result in a debit to my West Central School District payroll.**
6. I am responsible for maintaining adequate receipts for goods and services purchased with the purchasing card and I must contact the vendor directly to resolve any discrepancies or incomplete orders. In addition, I must contact the vendor directly to address any incorrect charges, duplicate transactions or missing credits.
7. I must submit receipts to the Business Office as directed along with the completed "Routing of P-Card Receipts" form reconciled to my charges.
8. If I am consistently delinquent in submitting my receipts to the Business Office, the Business Manager may review my status as a participant in the program and may suspend my privileges until an adequate resolution is achieved.
9. If my card is lost or stolen, I will contact the card company and the Business Office immediately and assist in the recovery or reissue of the card. Lost or stolen cards will result in a review of my status as a participant in the program, which may result in suspending my privileges until an adequate resolution is achieved.

10. I have read the Credit Card Use Policy and I understand that should I violate the terms of the policy and this agreement I may be subject to termination and/or prosecution.

11. I understand that the purchasing card is the property of the West Central School District 49-7 and I will keep it in a secure location at all times. Upon separation of employment, I will surrender the card to the Business Office.

Employee Name (Print)

Employee Signature

Date

Issued By

Date

Legal References

SDCL 4-3-27

Policy

Adopted: 10/08/07

Revised: 11/13/18

Reviewed: 12/14/2020