

Purchasing Card Application

Employee name: _____, hereinafter called "the User"

School / Service area: _____

The Purchasing Card Program provides an efficient, cost effective method of purchasing and payment for small to medium dollar transactions. Employees eligible to have a purchasing card (Card) issued to them are responsible for making purchases on behalf of their school/service area.

The User acknowledges and agrees to the following conditions:

1. The User understands that the Card is for Division approved purchases only and agrees not to charge purchases outside the parameters described in AP 30-12 Purchasing Card Program.
2. Improper use of the Card can be considered misappropriation of Division funds. This may result in disciplinary action, up to and including termination of employment.
3. If the Card is lost, stolen, or used for fraudulent purchases, the User shall **immediately** contact Customer Service (Corporate Payment Services) at **1-800-588-8065** and notify the Division Accountant.
4. The User agrees to surrender the Card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The User is responsible for purchases made with their Card.
6. All charges made to the Card will be billed directly to and paid directly by the Division. The Purchase Card Provider cannot accept any monies from the User directly. Therefore, any personal charges billed to the Division would be considered misappropriation of Division funds.
7. Because the Card is Division Property, the User understands they will be required to comply with internal control procedures designed to safeguard Division assets. This may include being asked to produce the Card to validate its existence and account numbers. The User may also be asked to produce receipts and statements prior to the submission deadline, in order to audit its use.
8. The User will receive a monthly reconciliation statement, which will report all activity during the statement period. The User is responsible for all charges on the Card and will resolve any discrepancies by either contacting the supplier or Customer Service (Corporate Payment Services), pursuant to AP 30-12 Purchasing Card Program.
9. The User understands that the Card is assigned to them based on their need to purchase goods and services for the Division. Furthermore, the Card may be revoked based on change of assignment or location. The Card is not an entitlement nor reflective of title or position.

I have read, understood and agree to the above conditions.

Employee signature

Approving principal / Supervisor signature

Witness signature

School / Service area

Date

Date