

## Attachment 3

### PURCHASING CARD-CARDHOLDER AGREEMENT FORM

You wish to check out a District Purchasing Card (P-Card) as a trusted employee to procure goods on behalf of the district. You are responsible for keeping track of how the card is used, and for keeping it safe. And just like any credit card, you should protect against fraudulent use of the card. Please read the following policies and procedures required to retain the card:

1. I understand that I will be making financial commitments on behalf of the District and will seek to maximize the purchasing value.
2. I understand that personal purchases are not allowed on the Purchasing Card, and I agree to use the Purchasing Card for the purchase of items for use in school business only. All purchases must comply with the purchasing policies. I understand that examples of items not to be purchased with the Purchasing Card are included in the Purchasing Card Handbook; however, I also understand this list is not all inclusive and that if I have a question about a purchase I will go to my Supervisor for approval.
3. I understand that a purchase order must be encumbered before a purchase on the P-Card can be made. The purchase order must show the name of an approved Vendor from which goods and services will be purchased.
4. I understand P-Cards will only be checked out for pre-authorized purchases. A log will be kept of cards checked out and the itemized receipts or invoices for ALL purchases made with the P-Card will be required upon return of the card.
5. I understand that I shall be personally liable for the inadvertent/improper use of the Purchasing Card, and I agree to pay the cost of such use, (other than improper use as the result of a lost or stolen card which was immediately reported as required in the Purchasing Card Handbook), including fees and interest assessed against the improper purchase.
6. I understand the P-Card is issued in my school site's name and has a set limit. Please contact the Accounts Payable Department with issues regarding card limits or if the card is declined. The purchase order number and amount will need to be provided when requesting assistance.
7. I understand that improper use of the Purchasing Card may be cause for disciplinary action, including termination, and that improper use of the Purchasing Card may subject me to criminal prosecution.
8. I also understand that if there are amounts, which are attributable to my improper use of the Purchasing Card, I agree to reimburse the District.
9. I agree to abide by the guidelines contained in the District Purchasing Card Handbook.
10. I understand that failing to follow the Purchasing Card program guidelines may be deemed an improper use of the card and could result in revocation of the Purchasing Card and appropriate disciplinary action, which may include termination.
11. I agree to provide itemized receipts from the supplier for each transaction made on the Purchasing Card as required in the District Purchasing Card Handbook. Failure to report or document any purchase may be deemed as improper use of the Purchasing Card.
12. I understand that should my employment with the District terminate for any reason, the Purchasing Card must be returned to the building Secretary.
13. I also understand that the District may withdraw authorization to use the Purchasing Card and require the return of the Purchasing Card at any time for any reason. If the Purchasing Card is lost or stolen, I agree to notify my Supervisor and the School Finance Officer immediately.
14. I understand only Greenbrier employees may make authorized purchases with a card and not all Greenbrier employees are provided a card. The assignment of this card is based on the need to purchase goods and services on behalf of the District. The card can be revoked at any time based on

misuse of the card. I agree to surrender the card immediately upon my transfer to another position or termination of employment for any reason. I understand that the card is not a benefit, term of condition of employment, an entitlement, a prerequisite nor reflective of title or position.

15. I understand that if fees and interest are accrued due to untimely return of receipts or invoices, the building's Activity Fund will be charged those fees and my purchasing privileges may be revoked.
16. I have been given a copy of the District Purchasing Card Handbook, have read the handbook, have received training on the Purchasing Card Program and understand the requirements for Purchasing Card use. By signing below, you are acknowledging you have read the Manual and will abide by the Policies and Procedures discussed herein.

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

School Finance Officer Signature \_\_\_\_\_

Date \_\_\_\_\_