

## **User Agreement for the District-Issued Credit/Procurement Card**

I understand the Wenatchee School District No. 246 has authorized my use of a district procurement purchase card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions that follow:

1. I will not use the card for personal use or for any other non-district purpose. I will not use the card to obtain cash advances.
2. I will not allow usage by an unauthorized individual.
3. I understand the card shall not be used for the following: salaries and wages, gifts (including flowers or meals for employees), donations to charity, personal services, fees and membership dues.
4. I understand that I will be responsible for the timely reconciliation of all transactions charged to the card.
5. I also understand that I am responsible to provide appropriate documentation (ORIGINAL RECEIPTS) for procurement card transactions charged to the card.
6. I will immediately report any stolen or lost card to the accounting department.
7. I understand that the person incurring the charges, shall pay any charges against the card not properly identified or not allowed by the district. I further understand, in compliance with RCW 42.24.115, that any disallowed charges which are not repaid before the credit card billing is due and payable, that the district shall have a prior lien against and a right to withhold any and all funds payable to myself up to an amount of the disallowed charges and interest at the same rate as charged by the company which issues the credit card. I further understand that any user of the card shall be declined use of the card if any disallowed charges are outstanding and shall surrender the card upon demand of the superintendent or designee.

I understand that any variance and/or violation to the above conditions will result in cancellation. Misuse of the card could result in discipline and/or personal liability for dishonored charges.

Any district procurement card use is subject to examination by the state auditor's office.

The district shall have unlimited authority to revoke use of any charge cards issued and upon such revocation shall not be liable to any cost subsequently charged to the procurement card.

**I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.**

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Title/Location*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor/Administrator Signature*

\_\_\_\_\_  
*Date*