

## **Acknowledgement of Responsibilities for District Card Use**

By participating in the use of District Purchasing Program, you assume responsibilities pertaining to the operation and administration of the program. These responsibilities include but are not limited to the following:

1. District Credit Cards (District Cards) are to be used for school business expenditures ONLY. The employee will strive to obtain the best value for the District when making purchases using the District Card. The District Card MAY NOT be used for personal purchases or cash transactions.
2. By using the District Card, you assume responsibility for the card and will be responsible for ALL charges made with the card while it is assigned to you.
3. The District Card must be maintained with the highest level of security. If the District Card is lost or stolen, or if you suspect the card or account number has been compromised, you agree to immediately notify the Business Office.
4. As a governmental agency, purchases made using the District Card are exempt from sales tax. You will be responsible for advising merchants that the District Card transaction is sales tax exempt and obtaining a tax exempt certificate if necessary from your building secretary. If sales tax is charged, you agree to return to the merchant to have sales tax credited. You may choose instead to reimburse the School District the amount of sales tax charged. If you do not contact the merchant for sales tax removal or reimburse STCS the sales tax that was charged within 10 calendar days, you agree by signing this document to a payroll reduction of the amount of sales tax charged by the merchant.
5. It is the responsibility of the employee to obtain transaction receipts from the merchant each time the District Card is used. All receipts must provide detail of the item(s) purchased.
6. Receipts are to be submitted to the appropriate person in each department as transactions occur. Administrator approval must be obtained in accordance with procedures established by the District. While you are not responsible for making payments to the merchant, you are responsible for the verification and reconciliation of all account activity while the card is assigned to you. If you are unable to provide a detailed, itemized receipt, you agree to reimburse the District for the charge within 10 calendar days of the transaction. If you do not reimburse the District within 10 calendar days of the transaction, you agree by signing this document to a payroll reduction of the amount of the purchase charged by the merchant.
7. If you do not follow the procedures set forth in this document, your District Card privileges will be revoked.
8. You agree to cease use of this card upon termination of employment. You may also be asked to surrender the District Card at any time deemed necessary by the District. Misuse or fraudulent use of the District Card may result in disciplinary actions and may be grounds for dismissal.

### **Cardholder Acknowledgement**

By signing below, I certify that I have read the "Acknowledgement of Responsibilities for District Card Use". I understand and assume the responsibilities listed above. I understand that any abuse or unauthorized use of the District Card could result in disciplinary action against me and/or termination of my employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)