

## **DISTRICT PURCHASING CARD PROGRAM**

### **POWAY UNIFIED SCHOOL DISTRICT CARDHOLDER AGREEMENT**

I agree to use the purchasing card provided by the Poway Unified School District for actual and necessary expenses incurred by me and only by me as cardholder in accordance with Poway Unified School District purchasing card policy and administrative procedure. I understand and acknowledge that use of the card may not be delegated to anyone other than myself as cardholder.

I have read the Poway Unified School District purchasing card policy and administrative procedure and I agree to abide by them. I acknowledge that use of this card for any other purpose other than Poway Unified School District approved business expenses is prohibited and is grounds for corrective action, up to and including termination. In addition, I must reimburse Poway Unified School District for such charges.

I agree to surrender the purchasing card immediately upon retirement, termination, or upon request of an authorized representative of Poway Unified School District finance department.

I understand that use of the card may be revoked for the following reasons:

1. The card is used for personal or unauthorized purposes.
2. The card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the district.
3. The cardholder allows the card to be used by another individual.
4. The cardholder splits a purchase to circumvent a purchase limit.
5. The cardholder uses another cardholder's card to circumvent a purchase limit assigned to either cardholder.
6. The cardholder accepts a personal gratuity from a vendor.
7. The cardholder uses the card to purchase gratuities or gifts.
8. The cardholder fails to provide the Program Administrator (finance department) with information about any specific purchase.
9. The cardholder fails to provide documentation confirming that charges are approved within thirty days of a billing cycle.

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- 10. The cardholder fails to provide accounting with expense transfer documentation that may be necessary to record a purchase properly.
- 11. The cardholder does not adhere to any of the procurement card policy or procedure.
- 12. The purchasing card is the property of the issuing credit union and it may at any time revoke card privileges under the provisions of its policy and procedure.

The cardholder is personally liable for inappropriate charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor. In addition, the cardholder is personally responsible for guaranteeing that all charges are for appropriate district expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Board of Education. Neither the Credit Union, Bank or the district assumes responsibility for non-district purchases. The cardholder shall be liable to the district, the Credit Union and the Bank for any non-district purchase.

If the card is lost or stolen, I will immediately notify the issuing credit union (Mission Federal Credit Union) Lost/Stolen Department during business hours (800) 500-MFCU (6328) or after business hours (800) 556-5628 and the program administrator (finance department 858.748.0010 x2352) by telephone. I will confirm the telephone notification by e-mail, mail or facsimile to the program administrator (finance department). I understand that failure to promptly notify the issuing bank of the theft, loss, or misplacement of the credit card could make me responsible for any fraudulent use of the card.

The use of this card is limited pursuant to the Cardholder Request form.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/Printed Name of Cardholder

\_\_\_\_\_  
Cardholder Social Security Number

\_\_\_\_\_  
District's Approving Official

\_\_\_\_\_  
Date