

**PURCHASING POLICIES AND PROCEDURES MANUAL
FOR LOCAL EDUCATIONAL AGENCIES**

_____ COUNTY BOARD OF EDUCATION

**PARTICIPATING EMPLOYEE'S ACKNOWLEDGEMENT OF RESPONSIBILITIES
IN THE PURCHASING OR TRAVEL CREDIT CARD PROGRAM**

By participating in the aforementioned board of education's purchasing or travel credit card program as a cardholder, you assume responsibilities pertaining to the operation and administration of the board's purchasing card program. These responsibilities include but are not limited to the following:

1. The Board's purchasing or travel credit card is to be used for business expenditures only.
2. The purchasing or travel credit card will be issued in the name of the Board and the employee. By accepting the card, the employee assumes responsibility for the card and will be responsible for all charges made with the card. The card is not transferable and may not be used by anyone other than the cardholder.
3. The purchasing or travel credit card must be maintained with the highest level of security. If the card is lost or stolen, or if the cardholder suspects the card or account number to have been compromised, the cardholder agrees to immediately notify the county board treasurer.
4. All charges will be billed and paid directly by the Board. On a monthly basis, the cardholder will receive a statement listing all activity associated with the card. This activity will include purchases made during the reporting period. While the cardholder will not be responsible for making payments, the cardholder will be responsible for the verification and reconciliation of all account activity.
5. The cardholder's account may be subject to periodic internal control reviews and audits designed to protect the interests of the Board. By accepting the card, the cardholder agrees to comply with these reviews and audits. The cardholder may be asked to produce the card to validate its existence and produce statements and receipts to verify appropriate use.
6. Parameters and procedures related the Board's purchasing or travel credit card may be updated or changed at any time. The Board will promptly notify all cardholders of these changes. The cardholder agrees to and will be responsible for the execution of any program changes.
7. The cardholder agrees to surrender and cease use of his/her card upon termination of employment whether for retirement, voluntary separation, resignation, or dismissal. In addition, the cardholder must surrender and cease use of the card in the event of transfer or relocation. The cardholder may also be asked to surrender the card at any time deemed necessary by the Board's management.
8. Misuse or fraudulent use of the card may result in disciplinary actions and may be grounds for dismissal.

By signing below, I acknowledge that I have received the training provided by the Board and have read and agree to the terms and conditions of this document. I certify that as a participating cardholder of the Board's purchasing or travel credit card program, I understand and assume the responsibilities specified above.

Employee Signature

Job Title

Date

Superintendent's Signature

Date