

Employee Site Checkout
MEMORANDUM OF UNDERSTANDING
DISTRICT ISSUED PROCUREMENT CARD

I understand the Spokane Public Schools, District No. 81 has authorized my use of a district credit 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 which follow:

- ♦ I will not use the card to obtain cash advances.
- ♦ I will not allow usage by an unauthorized individual.
- ♦ I will not use the card for personal use or for any non-district purpose.
- ♦ I understand the card shall not be used for the following: salaries or wages, gifts (including flowers or meals for employees or others), gift certificates, donations to charity, any personal services, any travel expenses (hotels, rental cars, meals, etc.), or computer hardware or software
- ♦ I understand that fees/dues/memberships shall have prior approval of the appropriate administrators.
- ♦ I understand purchases are limited to \$3,500 per transaction. A single purchase cannot be split into two (or more) procurement card transactions.
- ♦ I understand upon returning the card it shall be accompanied with the receipts or invoices detailing the items purchased from the vendors. The signed charge slip alone is unacceptable.
- ♦ I understand that I am responsible for identifying attractive equipment and marking it in accordance with district policy and procedures.
- ♦ I will return the card to the site procurement card custodian immediately for the use of other site employees.
- ♦ I understand that any charges against the credit card not properly identified or not allowed by the district shall be paid by the employee incurring the charges by check, United States currency, **or salary deduction**. I further understand, in compliance with RCW 43.09.2855, 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 employee who has been issued a card shall not use 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 credit card use is subject to examination by the state auditor's office.

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

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

Name

Credit Card Number (last four digits)

Title/Location

Date