

Community I.S.D.

EMPLOYEE PROCUREMENT CARD AGREEMENT

I, _____ hereby request a Bank of America/Community ISD VISA Card Corporate Procurement Card. As a cardholder, I have read, understand and agree to comply with the Community ISD Purchasing Card Policies and Procedures.

1. I understand that I am being entrusted with a valuable tool, the corporate procurement card. I will be making financial commitments on behalf of The District. I will obtain the best value for Community ISD by using the card wisely and with discretion.
2. I agree to use this card for official approved purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and in appropriate disciplinary action which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the card administrator.
3. Policy violations include, but are not limited to:
 - Purchasing items for personal use or non-district business purposes
 - Exceeding card transaction dollar limits or monthly limits
 - Failure to turn the card over to the card administrator when appropriate
 - Failure to submit proper documentation (receipts) within 5 days of each purchase
 - Allowing the card to be used or possessed by someone else
1. I agree to return the card immediately upon request or upon termination of employment (including retirement and resignation). Should I be transferred, qualify for extended leave or undergo an organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately.
2. If the card is lost or stolen, I agree to immediately notify Community ISD Business Office Coordinator verbally and in writing. The Business Office Coordinator is Penny Pierce at (972)843-6018 and penny.pierce@communityisd.com.

Employee Signature

Date

Campus/Department

P-Card Administrator

Date

Transaction Limit

PO Number

Submit to P-Card Administrator for Authorization