



Memorandum of Understanding - Use of Credit Cards - Form 6212F

School Year: **2019-2020**

Employee: \_\_\_\_\_

I understand that Reardan-Edwall School District No. 9 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:

1. I will use the card issued to me only for the payment of authorized expenses on behalf of the district which include supplies, materials, travel and overnight travel, related items.
2. Utilization of the credit card must be within annual budget parameters.
3. The credit card may not be utilized to circumvent district bid requirements.
4. I have read and understand the card use restrictions as outlined in the credit card policy 6212 and 6212P.
5. No E-Bay, Craig's List purchases, automatic billing or back orders.
6. I understand that exceptions may be approved by the Business Office, in advance, on a case by case basis.
7. I will not use the credit card for cash advances, personal use or for any non-district purpose.
8. I understand that I am responsible to obtain PRIOR administrative approval for purchases.
9. I understand that I am responsible to provide appropriate original detailed documentation for credit card transactions.
10. I will notify and surrender the card to the Business Office in the event of my transfer or separation of service from the district.
11. I will immediately report any stolen or lost card to the Business Office.
12. 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 42.24.15, that for any disallowed charges which are not repaid before the credit card billing is due, and payable, the district shall have prior lien against and a right to withhold any and all funds payable to myself up to the amount of the disallowed charges. 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 to the Superintendent or designee.
13. I understand that any variance and/or violation to the above conditions may result in cancellation of credit card privileges. Violation of this policy by the cardholder may be grounds for disciplinary action, up to and including immediate termination from employment with the district.
14. I understand credit card records are subject to examination by the Business Office, the public upon request, and the State Auditor's Office.
15. I understand the district shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable to any cost subsequently charged to the credit card.
16. I understand the credit card can be used for the current year business only.
17. I understand the credit card purchases are to be sent/delivered to the School's Address.
18. As a Card User, I will use the card for the approved purpose and time frame and will return the card as agreed.
19. As a Card User, I will not allow others to use this card.

**I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS**

Credit Card level of responsibility: [ ] Card Holder [ ] Card Custodian [ ] Card User

**Card Holder** = Department/School Administrator

**Card Custodian** = Employee designated by Superintendent as responsible for the safe keeping of the cards and the sign out logs.

**Card User** = Employee authorized by Card Custodian to check out and temporarily use a credit card for a specified purpose and time frame.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee Title

\_\_\_\_\_  
Location

Signature: \_\_\_\_\_

Date: \_\_\_\_\_