JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

DGD-E CREDIT CARDS, Exhibit

First read, October 13, 2026. For adoption November 10, 2026.

DISTRICT-ASSIGNED CREDIT/PROCUREMENT CARD HOLDER USER AGREEMENT

Each card user signs this agreement before first using a District card and again each year at the annual card training. The Business Office retains every signed agreement in the card file and records its date in the card user log.

By my signature I acknowledge that I have read and understand Joseph City Unified School District No. 2 Policy DGD, Credit Cards, and Regulation DGD-R, and that I have been given sufficient opportunity to ask questions about the requirements governing card use.

I agree to use the District credit/procurement card only for authorized District purposes. I will not use the card for cash withdrawals, cash advances, or personal purchases or expenditures of any kind.

I acknowledge that I have been advised of the purchase limits that apply to the card issued to me:

Card type (check one): ____ Business Office card ____ Travel card ____ Other: _____

Monthly limit: $_____ Single transaction limit: $_____

Under Regulation DGD-R, the Business Office card is limited to $10,000 per month, a travel card to $2,500 per month, and any single transaction on any card to $2,500. I understand that technology purchases of any amount, and any purchase above the single transaction limit, must be made by purchase order and not by card, and that I may not divide a purchase into smaller transactions to stay within a limit.

I acknowledge the advance purchasing approval requirements, the purchase documentation required for every transaction, and the District's payment process, as explained in the training I completed on _____ (date). I will submit receipts and supporting documentation to the Business Office as Regulation DGD-R requires.

I authorize the District to withhold from my wages the amount of any improper purchase, to the extent permitted by law. I understand that, to the extent permitted by law, I may be held personally liable for card transactions that are contrary to applicable laws, rules, or District policy or regulation, including any applicable penalties and interest.

I understand that misuse of a District credit/procurement card may result in the loss of card privileges, discipline up to and including termination of employment, and other action permitted by law.

I will keep the card physically secure, will report its loss or theft to the Business Office immediately, and will return the card to the Business Office immediately on request, on separation from employment, or on a change in my assignment that ends my need for the card.

Signature: _____ Position: _____

Printed name: _____ Date signed: _____

For Business Office use

Card, last four digits: _____ Issued by: _____ Date: _____

Entered in card user log on: _____ Initials: _____