

P-CARD USER AGREEMENT

I AGREE TO THE FOLLOWING CONDITIONS REGARDING THE USE OF THE MINIDOKA COUNTY SCHOOL DISTRICT PROCUREMENT CARD ASSIGNED TO ME FOR OFFICIAL SCHOOL DISTRICT BUSINESS ONLY.

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of Minidoka County School District and will strive to obtain the best value for the District.
2. I understand that under no circumstances will I use the Procurement Card to make personal purchases, either for myself or others. Willful intent to use the Procurement Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
3. I will follow Idaho Law, purchasing policies of the District, and the established guidelines for using the Procurement Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
4. I have been provided a copy of the Procurement Card Policy and Procedures and will use it to understand the Procurement Card Program. I know where to call to ask questions about the Procurement Card Program.
5. I agree to review and reconcile transactions in a timely manner and ~~will~~ maintain all applicable information and receipts.
6. I understand that I am the only person entitled to use the card and am responsible for all charges made against the card.
7. I understand that a lost or stolen card must be reported immediately by telephone to Wells Fargo (24 hours a day, 7 days a week). A report of the lost or stolen card must also be made to the District Business Manager by the beginning of the next business day.
8. I agree that, should I violate the terms of this Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the District for all incurred charges and any costs related to the collection of such charges.

P-Card User Name (Print) _____

P-Card User Signature _____

Date _____