ARLINGTON
Public Schools

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Memorandum Of Understanding Use of District Procurement Cards

School Year

I understand that Arlington School District No. 16 has authorized my use of a district procurement card (purchase card and/or combo 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. I have read and understand the card use restrictions as outlined in the Procurement Card Procedure document.
3. No E-Bay or Craig's List purchases.
4. No automatic billing, no back orders.
5. I understand that exceptions may be approved by the Finance Department, in advance, on a case-by-case basis.
6. I will not use the card to obtain cash advances.
7. I will not use the card for 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** documentation for procurement card transactions.
10. I will notify and surrender the card to the Finance Department 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 Finance Department.
12. I understand that any charges against the procurement 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 will result in cancellation of the card. Misuse of the card will result in discipline and/or personal liability for disallowed charges.
14. I understand Procurement card records are subject to examination by the Finance Department, Internal Auditor, and by the State Auditor's Office.
15. I understand the district shall have unlimited authority to revoke use of any procurement card issued and upon such revocation shall not be liable to any cost subsequently charged to the procurement card.
16. I understand the card can be used for the ***current year business only.***
17. I understand that all p-card purchases are to be sent/delivered to the SCHOOL'S ADDRESS.
18 I understand the transaction limits as stated in the Procurement Card Procedures document.
19. I understand the monthly credit limits as stated in the Procurement Card Procedures document.

I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS:

P-Card level of responsibility: ☐ Cardholder ☐ Card Custodian ☐ Card User

Cardholder= Department/School Administrator
Card Custodian = Employee designated by the Cardholder as responsible for the safe keeping of the cards and the sign out logs.

Name _____ Title _____ Location _____

Signature _____ Date _____

Adopted: 07/08/14
Revised: 08/31/16; 10/19/16