

AGREEMENT TO ACCEPT THE U.S. BANK VISA PURCHASING CARD

The U.S. Bank Visa purchasing card represents our District's trust in you. You are empowered as a responsible agent to safeguard District assets. Your signature below is verification that you have attended the training and read the procedures regarding purchasing cards in the "Financial Procedures" book. It also means that you agree to comply with these procedures as well as the following responsibilities.

1. I understand the card is for District-approved purchases only, and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of District funds. This may result in disciplinary action, up to and including termination of employment.
3. If the card is lost, stolen or has a fraudulent charge against it, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the Program Administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons. I further agree to surrender my card at my Supervisor's or District Plan Administrator's request.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card. (But not for payment)
6. All charges will be billed directly to and paid directly by Uintah School District. The bank cannot accept any monies from me directly; therefore any personal charges billed to the District could be considered misappropriation of District funds.
7. As the card is Uintah School District property, I understand that I may be periodically required to comply with internal control procedures designed to protect District assets. This may include being asked to produce receipts and statements to audit its use.
8. I will receive a Monthly Reconciliation Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
9. The charges made against my card are charged to the budget account numbers listed on the transaction log I turn in with my statement. Proper signatures must be on the PC Transaction Log from administrators over each "program" charged.
10. I will retain the original, detailed receipts of all my purchases and they will accompany the monthly statement and log sent into the District Plan Administrator.
11. I understand that the purchase of gift cards, or any card that has a cash value loaded on the card, is strictly prohibited without prior written approval by the Business Administrator. Cards that are used to make a purchase of a gift card without prior approval will be canceled.
12. I understand the U.S. Bank Purchasing Card is not necessarily provided to all employees. Assignment is based on needs at each location. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
13. I agree that any charges to my card during a particular statement period may be withheld from my paycheck if I do not comply with all of the above items and if District Administration deems it necessary.

Employee Signature

District Plan Administrator

Employee Printed Name

District Admin. Printed Name

Date: _____

Date: _____