

MEMORANDUM OF UNDERSTANDING ON THE USE OF **DISTRICT PROCUREMENT CARDS**

I understand that Marysville School District #25 has authorized my use of a **district procurement card** (purchase 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(s) issued to me only for the payment of authorized expenses on behalf of the district which include supplies, materials, and extended travel related items, **except food (general fund)**.
2. I have read and understand the card use restrictions as outlined in the Procurement Card Process Manual.
3. I understand that exceptions may be approved by the Purchasing Department, in advance, on a case-by-case basis.
4. I will not use the cards to obtain cash advances or gift cards.
5. I will not use the cards for personal use or for any non-district purpose.
6. I understand that I am responsible to obtain prior administrative approval for purchases.
7. I understand that I am responsible to provide appropriate **original** itemized documentation for procurement card transactions according to the deadlines set in the Procurement Card Process Manual.
8. I will notify and surrender the cards to the Purchasing Department in the event of my transfer, or separation of service from the district.
9. I will immediately report any stolen or lost cards to the Purchasing Department.
10. 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 cards upon demand to the superintendent or designee.
11. I understand that any variance and/or violation to the above conditions will result in cancellation of the card. Misuse of the cards will result in discipline and/or personal liability for disallowed charges.
12. I understand Procurement card records are subject to examination by the Finance Department, the Purchasing Department, Internal Auditor, and by the State Auditor's Office.
13. 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.
14. I understand the cards can be used for the **current year business only**.
15. I understand the transaction limits as stated in the Procurement Card Process Manual.
16. I understand the monthly credit limits as stated in the Procurement Card Process Manual.

I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS:

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

Print Name & Title

Location

Signature

Date