

	ABERDEEN SCHOOL DISTRICT	NEPN Code: DGD-E
	POLICIES AND REGULATIONS	

CREDIT CARD USE: EMPLOYEE CREDIT CARD AGREEMENT

The District assigned credit card (Card) represents the Aberdeen School District's (District) trust in you. You are empowered as a responsible agent to safeguard District assets. Your signature below is verification that you agree to comply with the following responsibilities. It also acknowledges that you have received the Credit Card #XXXX-XXXX-XXXX-XXXX.

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 or stolen, I will immediately notify the Accounts Payable Technician in the Finance Office.
4. I agree to surrender the Card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The Card is issued in my name by the Director of Finance or designee. I will not allow any other person to use the Card. I am considered responsible for any and all charges against the Card.
6. All charges will be billed directly to and paid directly by the District. The credit card company cannot accept any monies from me directly; therefore, any personal charges billed to the District could be considered misappropriation of District funds.
7. I will provide receipts on all charges on this Card to my Supervisor. The Supervisor must sign and affix the proper account code on each receipt, and submit the receipt to the Accounts Payable Technician at the Finance Office on a weekly basis.
8. Since I am responsible for all charges on the Card, I will resolve any discrepancies by either contacting the vendor or the credit card company.
9. Card purchase limits and monthly charge limits will be authorized and maintained by the Director of Finance or designee.
10. I understand the Credit Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the District and/or to provide for District travel. 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.

Employee Signature	Employee Printed Name	Date
Supervisor Signature	Supervisor Printed Name	Date
Director of Finance Signature	Director of Finance Printed Name	Date

ADOPTED: November 8, 2010
REVIEWED: November 24, 2014
REVIEWED: August 26, 2019