

**Arlee Joint School District #8
p-CARD USE AGREEMENT**

Employee Name _____ Position Title _____
Date of Card Issuance _____ p-Card Number _____

As an employee of Arlee Joint School District #8 and as an Authorized p-Card User, I understand and agree to the following Agreement made this ____ day of _____, 20__, between the **ARLEE SCHOOL BOARD OF TRUSTEES FOR JOINT ARLEE SCHOOL DISTRICT #8**, Montana (hereinafter the "Board") and _____ (hereinafter the "Authorized User").

I have been entrusted with a procurement credit card ("p-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and agree to abide by the terms and conditions of the p-Card as set forth herein and as set forth in Board policies and Administrative Regulations. Attached herewith and incorporated by reference herein is a Statement of Authority of p-Card use that sets forth the authority and express limits of authority of Authorized User's use of the p-Card. The designation as an Authorized User is assigned based on current job responsibilities and may be revoked or revised if job responsibilities change, as identified by my direct supervisor.

1. This p-Card may only be used to pay certain job-related expenses or to make purchases on behalf of the Board as outlined in the Purchasing Card Program Cardholder Procedure Manual.
2. The Authorized User shall not use the p-Card for the purchase of any goods or service that is not authorized by the terms of this Agreement or by the direct written approval of the Authorized User's building principal or the Superintendent of Arlee Schools.
3. Use of this card will be limited as set forth by Board Policy, Administrative Regulations, Procedures, and direct supervisory oversight. Limits may include but not be limited to approved merchants, daily or monthly expenses limits, per transaction amounts, and type of transaction (such as Internet, telephone, or fax transactions).
4. The Superintendent or Authorized User's building Principal must approve the use of a p-Card for purchases being made via telephone, fax, and Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. This p-Card may not be used to make a purchase in a manner contrary to State law, including but not limited to, the bidding and other purchasing requirements in MCA 20-9-204 or any Board policy.
6. The Authorized User hereby agrees to immediately return the p-Card upon request.
7. The Authorized User shall submit original detailed receipts and such other reasonable documentation of goods or services purchased as requested by the Superintendent, p-card administrator, or designee.
8. The Authorized User shall promptly review monthly p-Card transaction statements for accuracy and shall within ten (10) days of receipt of the statement notify the Superintendent or designee of any errors, omissions or discrepancies in the statement.

9. The Authorized User shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (800) 361-3361 or by fax notice to the Bank at (888) 2245394. The Authorized User shall also immediately notify the Superintendent or designee of possible loss, theft, or unauthorized use of the Card.
10. The Authorized User shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Authorized User.
11. Consequences for unauthorized purchases include, but are not limited to, reimbursing the Board for the purchase amount, loss of cardholding privileges, and discipline up to and including discharge.
12. I acknowledge that I have received the p-Card Procedure Manual, and understand that it is my responsibility to read and comply with such any revisions and updates made to it.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

EMPLOYEE

Arlee Joint School District #8

Signature

Signature, Superintendent

Date

Date

Distribution: Original-Purchasing; Copy-Supervisor; Copy-Employee