

RAPID CITY AREA SCHOOLS PURCHASING CARD CARDHOLDER AGREEMENT

I _____, agree to the following regarding my use of the Rapid City Area Schools (RCAS) Corporate Purchasing Card.

1. I understand that I am being entrusted with a powerful and valuable tool – a corporate credit card – and will be making financial commitments on behalf of Rapid City Area School District #51-4. I will strive to obtain the best value on behalf of RCAS.
2. I agree that the Purchasing Card may be only used for business expenses.
3. I will obtain receipts, which detail the items purchased and will be subject to a debit to my RCAS payroll should I not have back-up receipts.
4. I am aware of my Purchasing Card credit limits and will abide by those limits.
5. I will ensure that my Purchasing Card is kept securely at all times.
6. I will follow the district procedures for use of the Purchasing Card, and submit my Statement, with all receipts attached, to my Authorized Approver within (five) working days of notification to reconcile. Failure to do so may result in revocation of my use privileges and/or may result either my purchases being reported as income to me or my purchases being considered personal purchases, therefore requiring me to reimburse RCAS.
7. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others, or benefit from personal reward programs.
8. I agree that if I should violate the terms of this Agreement and use the Purchasing Card for personal use or gain that I will reimburse Rapid City Area Schools for all incurred charges and any fees related to the collection of those charges by authorizing RCAS to debit my RCAS payroll.
9. By signing this agreement, I confirm that I have read District Policy DGC-P and The RCAS Purchasing Card Procedures Manual.

Employee Name (Print)

Employee Name (Signature & Date)