



1601 Avenue D, Snohomish, WA 98290-1799

Procurement Card Memorandum of Agreement

Employee Name: _____

Date: _____

Building/Department: _____

Card Name: _____

I understand that Snohomish School District has authorized my use of a District Procurement 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:

- I will use the card issued to me only for payment of authorized expenses on behalf of my Department/School and the Snohomish School District.

Examples of Authorized Use	Examples of Prohibited Use
<input type="checkbox"/> Current school year purchases <input type="checkbox"/> Supplies and Educational materials <input type="checkbox"/> Field Trip admissions <input type="checkbox"/> Subscriptions and Memberships <input type="checkbox"/> Non-capital equipment under \$350 <input type="checkbox"/> Postage <input type="checkbox"/> See P-Card Manual for extended list of uses	<input type="checkbox"/> Unauthorized purchases, personal or non-district use <input type="checkbox"/> Alcoholic beverages, tobacco, cannabis or illegal substances, gambling, cash advances <input type="checkbox"/> Gifts or Donations to charity <input type="checkbox"/> Items from District employees or relatives <input type="checkbox"/> Food/Beverage (see manual for exceptions) <input type="checkbox"/> See P-Card Manual for complete list

- I will not allow use by an unauthorized individual.
- I understand purchases are limited to the amounts authorized on the card unless otherwise specified and authorized by the Purchasing Office. I understand I cannot make back-to-back purchases in lieu of requesting a temporary credit limit increase.
- I understand that I will be responsible for obtaining original receipts and procurement card charge slips (i.e., telephone order slips, etc) for each transaction and providing them to the staff member assigned to reconcile the card.
- I will surrender the card to the Procurement Card Administrator in the event of my transfer, separation of service from the District, or recall of my card by the District.
- I will immediately report any stolen or lost card to Bank of America and Procurement Card Administrator.
- I understand that any charges against the Procurement Card not properly identified or not allowed by the District shall be paid by me, with the exception of fraudulent charges. I will pay such charges by check, money order, or United States currency. I further understand, in compliance with RCW 42.24.115, that for any disallowed charges which are not repaid before the credit card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable to myself, including **payroll deduction**, up to the amount of disallowed charges and interest at the same rate as charged by the company which issues the Procurement Card (credit card). 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 card upon demand of the Superintendent or designee.

I understand that any variance and/or violation of the above conditions will result in cancellation of the card. Misuse of the card could result in discipline and/or personal liability for dishonored charges. Any District Procurement Card use is subject to examination by the State Auditor's Office. The District shall have unlimited authority to revoke use of any Procurement Card issued and upon such revocation shall not be liable for any cost subsequently charged to the card.

I have read, understand, and agree to the above terms and conditions.

Employee Signature _____

Principal / Director Approval: _____

Date: _____

Purchasing Approval: _____

Date: _____