

## USER AGREEMENT FOR DISTRICT-ISSUED CREDIT CARD

The following user agreement must be signed by all authorized employees of USD 489 with access to a credit card.

I understand that USD 489 has authorized my use of a district credit 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 the payment of authorized expenses consistent with my organizational responsibilities and to satisfy my building/department needs.
- I understand the purchases are limited to a credit limit.
- I will not use the card to obtain cash advances.
- I understand that I am the only authorized card user.
- I will not use the card for personal use or for any other non-district purposes.
- I understand the card shall be used for only the types of merchants approved by the school district.
- I understand that all purchases shall be made in accordance with applicable purchasing and credit card procedures adopted by the board of education.
- I understand that I will be responsible for the timely reconciliation of all credit card transactions charged to my card.
- I understand that I am responsible to provide appropriate documentation for credit card transactions charged to the card. **Itemized receipts are required for all purchases. Purchases of alcohol, desserts, and appetizers are prohibited.**
- I will surrender the card to the administrator in the event of my transfer within or separation from the school district.
- I understand that any charges against the credit card that are not properly identified, do not have an itemized receipt or are not allowed by the district shall be paid by me by check. 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 administrator/business department or designee.
- I will immediately report any stolen or lost card to the business office at 785-623-2400.
- I will immediately report a stolen or lost card to the Bank at the following number.

Commerce Bank Commercial Cards  
1-800-892-7104  
Commercial.cards@commercebank.com

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges.

All district credit cards are subject to examination by external auditors.

The district shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

### I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Name \_\_\_\_\_  
Employee #: \_\_\_\_\_

Building/Department \_\_\_\_\_  
Last 4 Digits of Credit Card # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_