

## MEMORANDUM OF UNDERSTANDING ON THE USE OF **DISTRICT PROCUREMENT CARDS**

I understand that Marysville School District #25 has authorized my **one-time checkout** of a **district procurement card** (purchase card/P 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:

1. I will use the card(s) issued to me only for the payment of authorized expenses on behalf of the district which include supplies, materials, and extended travel related items.
2. Food purchases are not allowed, which includes if I am on conference/travel. I understand if I am using the card for a field trip/athletic trip with students and it has been preapproved by the Principal and Executive Director of Elementary/Secondary, I can ONLY tip 15% on the pre-tax amount. I commit to doing the calculations correctly. If I exceed this amount, I agree that I will reimburse the District and I will be unable to check out a card for the remainder of the school year. If I believe I have received outstanding service from a sit-down restaurant, I will pay for additional tips myself. Exception: If you have a group and the tip is automatically calculated at an amount higher than 15%, the difference will be acceptable and charged to the funding source.
3. I have read and understand the card use restrictions as outlined in the Procurement Card Process Manual.
4. I will not use the cards to obtain cash advances or gift cards, for personal use, or for any non-district purpose.
5. I understand that I am responsible to obtain prior administrative approval for purchases, as documented on the next page.
6. I understand that I am responsible for providing appropriate **original** itemized documentation for procurement card transactions according to the deadlines set in the Procurement Card Process Manual.
7. I will surrender the cards to the Purchasing Department at the end of the travel/business event or purchase.
8. I will immediately report any stolen or lost cards to the Purchasing Department.
9. I understand that any charges against the procurement card not properly identified or not allowed by the district shall be paid by the employee incurring the charges by check, United States currency or salary deduction. I further understand, in compliance with RCW 42.24.15, that for any disallowed charges which are not repaid before the credit card billing is due and payable, the district shall have prior lien against and a right to withhold any and all funds payable to myself up to the amount of the disallowed charges. 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 cards upon demand to the superintendent or designee.
10. I understand that any misuse of the cards will result in discipline and/or personal liability for disallowed charges.
11. I understand Procurement card records are subject to examination by the Finance Department, the Purchasing Department, Internal Auditor, the State Auditor's Office, and public records act requests.
12. I understand the district shall have unlimited authority to revoke use of any procurement card issued and upon such revocation shall not be liable to any cost subsequently charged to the procurement card.
13. I understand the cards can be used for the currently approved business use/travel only.

The following individual has an allowable use of a P Card: \_\_\_\_\_

Site/Department: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Rationale why a P Card is needed:**

**Budget to be used:**

**Amount of spending allowed and rationale:**

**I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS:**

**P Card level of responsibility:**

1. **User** - Print Name & Title

Location

Signature

Date

2. **Principal/Director** Print Name & Title

Location

Signature

Date

3. **Elem/Sec Executive Director** - Print Name

Location

Signature

Date

4. **Executive Director of Fiscal/Ops** - Print Name

Service Center

Location

Signature

Date

Last 4 digits of card issued:

Date/time issued:

**Office Use Only**

Date/time

returned: