

**Memorandum of Understanding for Procurement Cards**

I understand the Washougal School District 112-6 has authorized my use of a district procurement card for authorized business expenditures on its behalf. In accepting and 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 on behalf of my location (school or department).
- I will not use the card to obtain cash advances.
- I will not allow usage by an unauthorized individual.
- I will not use the card for personal use or for any other non-district purpose.
- I understand the card shall not be used for the following: salaries or wages, gifts (including flowers or meals for employees), donations to charity, or personal services, or gift cards.
- I understand purchases are limited to preauthorized dollars to cover expenses.
- I understand I will be responsible for the timely submittal of all itemized receipts charged to this card.
- I understand that I am responsible to retain and provide appropriate documentation for all transactions.
- I will immediately report any stolen or lost card to the District Office business department.
- I understand that any charges against the credit 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 42.24.115, that 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 up to an amount of the disallowed charges and interest at the same rate as charged by the company which issues the procurement 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 request of the district business office.
- I understand that any variance and/or violation to the above conditions can result in discipline and/or personal liability for dishonored charges as acknowledge herein.
- I understand any district credit card used is subject to examination by the state auditor’s office.
- I understand the district shall have unlimited authority to revoke use of any charge cards issued and upon such revocation shall not be liable to any cost subsequently charged to the procurement card.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS:

Person checking out	Last 4 card #	Check <u>Out</u> Date / Initials	Check <u>In</u> Date / Initials	Vendor	Amount	Receipts & Credit Card Use Form