

BUUSD USER AGREEMENT FOR DISTRICT- ISSUED CREDIT CARD

The following user agreement must be signed by all authorized employees of the BARRE UNIFIED UNION SCHOOL DISTRICT who have access to a credit card.

I understand that BARRE UNIFIED UNION SCHOOL DISTRICT 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 building/department needs.
- I understand purchases are limited to \$2,000 per transaction with a monthly limit of \$5,000.
- 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 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 (detailed receipts) for credit card transactions charged to be card.
- I will surrender the card to the Business Manager 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 or not allowed by the district shall be paid by me by check, United States currency or salary deduction. 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 Business Manager.
- **I will immediately report any stolen or lost card to the business office at 802 476-5011, ext 1007 or ext 1010.**

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 _____

Location _____

SSN (last 4) _____

Credit Card # _____

Signature _____

Date _____