

FRIENDSWOOD ISD

CREDIT CARD USER AGREEMENT

In special circumstances, the District utilizes credit cards for purchasing of food, supplies, fuel and travel. Credit purchases for amounts greater than \$100 must be pre-approved on a purchase order. All credit receipts must be detailed and itemized and shall be submitted to the business office within 5 days of purchase to ensure prompt payment to the vendor. Receipts showing the total sale amount only will not be accepted. If the supporting documentation is not received, the employee will be required to reimburse the District for the charges. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

Violations of the Credit Card User Agreement may result in disciplinary action, up to and including employment termination. All authorized credit card users shall be responsible for the security of their assigned credit card(s).

All credit card purchases made with state and federal funds shall comply with the OMB Circular A-87 guidelines. Specifically, all credit cards purchases shall be recorded on the general ledger in detail to include the date of the transaction, the merchant, goods/services purchased, cost, and the purchaser. Detailed and itemized receipts are required for all purchases with grant funds. Grant administrator or other approvals required under the regular purchasing procedures of the school District shall be adhered to regardless of the method of payment.

I, _____, agree to use this card for school district approved purchases, payments or expenditures only and to provide detailed receipts to the Business Office as stated above.

Name of Card(s) and Last Four Numbers:

Signature of Employee:

Date:

Person Issuing Card:
