

INDIVIDUAL FACULTY CREDIT CARD USE AGREEMENT

AGREEMENT made this _____ day of _____, 20____ between the BOARD OF TRUSTEES OF FERGUS COUNTY SCHOOL DISTRICT NO. 1 AND HIGH SCHOOL DISTRICT NO. 1, LEWISTOWN PUBLIC SCHOOLS, Lewistown, Montana (hereinafter the "Board"), and _____ residing at Lewistown, Montana; (hereinafter the "Faculty/Staff Member").

WITNESSETH:

WHEREAS, by this Agreement 'the Faculty Member has been entrusted with a procurement credit card ("credit card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

WHEREAS, the Faculty Member agrees to abide by the terms and conditions of the credit card as set forth herein, and as in District Policy 7400, Procurement Card Use.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Faculty/Staff Member as follows:

1. The Faculty/Staff Member hereby agrees to immediately return the credit card upon request.
2. The Faculty/Staff Member shall not use the credit card for the purchase of any goods or service that is not authorized by the terms of this Agreement or by the direct written approval of the Business Manager or Superintendent.
3. Faculty/Staff Member shall submit receipts and such other reasonable documentation of goods or services purchased as requested by the Business Manager or Superintendent.
4. Faculty/Staff Member shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (800) 361 -3361 or by fax notice to the Bank at (888) 224-5394. Faculty/Staff Member shall also immediately notify the Business Manager of possible loss, theft, or unauthorized use of the Card, at 535-8777, ext. 116.
5. Faculty/Staff Member shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Faculty/Staff Member. This Agreement may not be modified in any way without the approval of the Board.
6. Faculty/Staff Member hereby agrees to obtain a receipt for all purchases made with the District credit card. If a receipt is not obtained, the card will no longer be available for the individual to use.
7. Faculty/Staff Member agrees that if he/she makes any unauthorized purchases on the District credit card, the Faculty/Staff Member will repay the charges and no longer be able to use a District credit card. Further disciplinary action up to and including termination may also result.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written. By signing below, faculty/staff member acknowledges receipt of Board Policy 7400 and a copy of this form, Individual Faculty credit card Use Agreement, and understands that it is his/her responsibility to read and comply with the policies and the Code of Conduct contained in the policies and any revisions and updates made to it.

Faculty/Staff Member

Board of Trustees of Fergus County School District No. 1 and High School District No. 1
By: Business Manager/District Clerk