



## Employees Given Access to Procurement Card

**All employees given access to use a District Procurement Card shall complete the following:**

I \_\_\_\_\_ certify that I have read and understand the Fort Mill School District Procedures for Procurement Cards. I understand that failure to conform to these procedures may subject me to disciplinary action or termination for misappropriation of funds. I understand that I must provide a receipt for any purchases I make with the Purchase Card. Failure to provide a receipt makes me personally liable for payment. I understand that my right to use the Fort Mill School District's Procurement Card is subject to approval by the Principal/Department Head, Finance Office, and Procurement office, and administration may revoke that right if I fail to follow all procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Department Head Approval

\_\_\_\_\_  
Date

**\* Principal/Department Head – Employees only have to complete this form the first time they intend to use the card.**

**\*Please keep the completed and signed form on file to eliminate the need of additional form submissions.**