

**AGREEMENT TO ACCEPT A PURCHASING CARD
ISSUED BY OAKDALE JOINT UNIFIED SCHOOL DISTRICT**

Oakdale Joint Unified School District is presenting to you this Purchase Card. It represents the District's trust in you and your empowerment, as a responsible employee, to safeguard and protect our assets and the taxpayer's money.

I _____, hereby acknowledge receipt of an Oakdale Joint Unified School District Purchase Card, card number _____.

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the manual provided, and as such the manual may subsequently be revised. I acknowledge receipt of the manual and training, and confirm that I have read and understood its terms and conditions. Furthermore, I may be asked to reaffirm my understanding of the manual every three years.

As the holder of the Purchase Card, I agree to accept responsibility for the protection and proper use of this Card as outlined in this Agreement and the manual. I understand that Oakdale Joint Unified School District WILL audit the use of this Purchasing Card. I understand that I CANNOT use the Purchasing Card for illegal or personal use. I understand Oakdale Joint Unified School District is liable to the Bank for all charges made by me.

I further understand that improper use of this Card may result in disciplinary action, up to and including termination of employment. Should I fail to use this Card properly, I authorize Oakdale Joint Unified School District to collect any amounts owed by me even if I am no longer employed by the Oakdale Joint Unified School District. If Oakdale Joint Unified School District initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the Oakdale Joint Unified School District in such proceedings.

CARDHOLDER:

Name (Print): _____	Date: _____
Signature: _____	Site/Dept: _____
Title: _____	Bus. Phone: _____

PROGRAM ADMINISTRATOR:

Signature: _____	Date: _____
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Approved Card Limit:	\$ _____
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Approved Single Transaction Limit:	\$ _____
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cc: HRD employee file