NORTH KITSAP SCHOOL DISTRICT NO. 400
MEMORANDUM OF UNDERSTANDING
DISTRICT ISSUED PURCHASING CARD

I understand North Kitsap School District has authorized my use of a district purchasing card for approved business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow:

Examples of Authorized Use	Examples of Prohibited Use
According to established procedures of school/department	Unauthorized Purchases, non-district purchases
Ferry/Bridge Tolls	Cash Advances
Car Rental, Airlines, Trains & Hotels while on travel status	Meals while on travel status
Subscriptions	Gambling
Postage	Gas purchase for personal car
Classified Advertising	Donations to charity
Memberships	E-Bay purchases
Computer Equipment – only with prior approval from the Technology Director	Purchasing for other schools/departments without prior approval from administrator
Supplies, instructional materials & equipment	Salaries or wages
Registrations	Contractual Services
Food purchases (following Board Policy 6240)	Personal Use, usage by unauthorized individuals
Most cards have a $5,000 per transaction limit. (single transaction override allowed for larger purchases with approval of administrator) A few departments have larger limits. See your card manager.	Gifts or Gift Certificates (including flowers & meals for employees)
	Use by Volunteers or Students
	Deposits for Conference Sites

I will:

- Submit all original itemized receipts to my card manager within 2 business days.
- Surrender my card to my immediate supervisor in the event of my transfer or separation of service.
- Immediately report a lost or stolen card or suspected fraud to Laura Ramsey at the Business Office.
- Reimburse the District by check, United States currency, or salary reduction for any charges not properly identified or not allowed by the District.

I understand that any charges against the purchasing card that are not properly identified or not allowed by the district shall be paid by the employee incurring the charges. They will be paid by check, United States currency, or salary deduction. I further understand, in compliance with RCW 42.24.115, that any disallowed charges which are not repaid before the purchasing card billing is due and payable allows the district to place a lien against and have a right to withhold any and all funds payable to me up to the amount of the disallowed charges plus interest at the same rate as charged by the purchasing card company until the charges are paid. 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 superintendent or designee.

I understand that any improper purchasing card use or violation of the above conditions will result in cancellation. Misuse of the card could result in discipline and/or personal liability for the dishonored charges. The district shall have unlimited authority to revoke use of any purchasing cards issued and upon such revocation shall not be liable to any cost subsequently charged to the purchasing card.

Any district purchasing card use is subject to examination by the state auditor's office.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

_____ _____ _____

Signature Print Name Date

Title/Location: _____ **Credit Card Number (Last Four):** _____

08/23/2019