

**Lake Stevens School District
USER AGREEMENT
DISTRICT-ISSUED PURCHASING CARD**

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

- I have read and understand the policies and procedures in Board Policy 3700 Purchasing and the Procurement Card Process Manual available on the District's website.
- I will properly safeguard and use the card issued to me only for the payment of legitimate and authorized business expenses on behalf of my school/department, which will include supplies, instructional materials, subscriptions and registrations.
- I will not use the card to obtain cash advances or gift cards.
- I will not allow usage by an unauthorized individual.
- I will not use the card for personal use or for any other non-District purpose.
- I understand the card shall not be used for the following: salaries/wages, gifts (including flowers or unauthorized meals), donations, unauthorized gasoline expenses, and contracts for services.
- I understand the card shall not be used for the purchase of any technology, equipment, furniture or inventoried assets without prior approval.
- I understand purchases may not be split to circumvent imposed limits.
- I understand I will be responsible for reconciling, verifying, coding, designating use tax, obtaining authorization, and providing proper supporting documentation for all transactions on the monthly credit card statement.
- I will surrender the card to Business Services in the event of my transfer or separation from the District.
- I will immediately report any stolen or lost card to Business Services or the credit card company.
- 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 variance and/or violation of these terms and conditions will result in suspension or cancellation of the card. Misuse of the card could result in discipline and/or personal liability for the dishonored charges.
- Any District purchasing card use is subject to examination by the State Auditor's Office.
- The District shall have unlimited authority to revoke use of any purchasing cards issued and upon such revocation shall not be liable for any cost subsequently charged to the purchasing card.

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I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS

Signature

Print Name

Title/Location

Credit Card (last 4)

Date

District:

The signed User Agreement is retained by Business Services and a copy is provided to the Card Custodian/Card User and the supervisor.

School/Department:

The signed User Agreement is retained by the Card Custodian and a copy is provided to the Card User.

The signed User Agreement must be retained for audit purposes for the current and prior 6 years.