

ST. CLAIR COUNTY BOARD OF EDUCATION
CARDHOLDER AGREEMENT FORM

I, the undersigned, agree to adhere to the following provisions for use of the purchasing card program sponsored through *AMERICAN EXPRESS*[®] or another Financial Institution as recommended by the State Department of Education.

- 1) The cardholder agrees to present a requisition to the school principal for approval prior to making the purchase.
- 2) The cardholder agrees to use the card exclusively for classroom instructional support used either by classroom teachers or students in each teacher's class.
- 3) The cardholder agrees to reimburse *AMERICAN EXPRESS*[®], or another Financial Institution as recommended by the State Department of Education, for purchases that are determined to be unallowable expenditures or to obtain other funds for the expenditure.
- 4) The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the card.
- 5) The cardholder agrees to reimburse *AMERICAN EXPRESS*[®], or another Financial Institution as recommended by the State Department of Education, for purchases made with the cards that are not supported by a receipt with an itemized listing.
- 6) The cardholder agrees to inform merchants that purchases with the card are exempt from Alabama Sales Tax.
- 7) The cardholder agrees to reimburse *AMERICAN EXPRESS*[®], or another Financial Institution as recommended by the State Department of Education, for Alabama Sales Tax charged to the card.
- 8) The cardholder agrees to reimburse *AMERICAN EXPRESS*[®], or another Financial Institution as recommended by the State Department of Education, for purchases made in excess of the individual purchase limit or to obtain other funds for the excess purchases.
- 9) The cardholder agrees to adhere to the St. Clair County Board of Education guidelines for purchasing cards.
- 10) The cardholder understands that purchasing card privileges may be suspended upon failure of the cardholder to follow the terms of this agreement.
- 11) The cardholder agrees to allow the St. Clair County Board of Education and *AMERICAN EXPRESS*[®], or another Financial Institution as recommended by the State Department of Education, the use of his or her Social Security Number for the sole purpose of the purchasing card program.
- 12) **The cardholder understands that the use of the purchasing card for anyone's personal use is subject to criminal prosecution.**

Teacher's Signature

Date