

**Procedure 6212P – Exhibit A
Use of District Credit/Charge Cards**

**MEMORANDUM OF UNDERSTANDING
for
DISTRICT PURCHASING CARD ISSUED TO EMPLOYEE**

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

- I will use the card issued to me only for the payment of authorized expenses.
- I will not allow usage by an unauthorized individual.
- I understand that a departmental or school credit card that has been signed out to a specific individual or a credit card that has been issued in the name of a specific individual may only be used by that individual.
- I understand that any card issued to me shall be adequately safeguarded and stored in a secured location when not in use.
- I understand the card shall not be used for the following:
 - Cash advances;
 - Salaries and wages;
 - Gifts and gift cards; (See exception in Procedure 6212P.)
 - Donations to charity or other payments from the ASB 6000 series of accounts;
 - Personal services, consultant agreements, or performance groups;
 - Personal use or non-district purposes;
 - Purchases of goods for which the district has a bid;
 - Purchases for which the district has issued a purchase order unless approved in advance by Purchasing Dept.;
 - Alcoholic beverages;
 - Gratuities for meals in excess of reasonable and customary amounts.
- I understand that restrictions while employees are on travel status are detailed in Travel procedure 6213P. In particular:
 - Charges for meals incurred while the employee is on extended travel status and is receiving a per diem;
 - Purchases of airline tickets arranged directly by the employee;
 - Gratuities for services in excess of reasonable and customary amounts.
- I understand I will be responsible for the timely submission of detailed documentation of purchases per Procedure 6212P and, after traveling, an Itemized travel expense voucher per Procedure 6213P and RCW 42.24.115. (Documentation includes Food Form, ASB minutes, packing slips, invoices, order confirmations, prior approvals for travel, explanation of educational or business purpose, etc.) Documentation of charges is required within the deadlines established by the Business Office unless prior arrangements have been made. Charges without proper documentation are considered disallowed until documentation is provided.
- Repeated failure to comply with district timelines and submission of Itemized expenses within those timelines could result in revocation of charge card privileges.
- I understand that if I have been issued a card in the name of the district (i.e., not in my name), I will return the card at the time I provide documentation for the charges.
- I understand that compensating use tax will be charged to the budget covering the purchase when a vendor has not included adequate Washington State sales tax.
- I understand any charges that will be incurred by the ASB Fund must have prior approval of the appropriate student officers and administrators. Evidence of such approval must be part of the documentation submitted.
- I understand that purchases of equipment must be consistent with district guidelines for equipment and must be bar coded if such equipment fits within the district's fixed asset guidelines.
- I will surrender the card to the Purchasing Department in the event of my transfer to another assignment or building or upon separation of service from the district.
- I will immediately report any stolen or lost card to the Purchasing Dept. at 425-456-4141 or Purchasing@bsd405.org.
- I understand any charges against the card not properly identified or disallowed by the district may be repaid by the employee incurring the charges by check, United States currency, or salary deduction. I further understand I may not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the auditing officer of the district.
- I understand the district shall have unlimited authority to revoke use of any purchasing card issued and, upon such revocation order being delivered to the charge card company, shall not be liable for any cost subsequently charged to the card.
- I understand that any district purchasing card use is subject to examination by the State Auditor's Office.
- I understand any variance and/or violation to the above conditions will result in cancellation of the card. Misuse of the card could result in discipline and/or personal liability for dishonored charges.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS AND AGREE TO ABIDE BY THEM.

Name (printed)

Signature

Title/Location

Date