

JASPER CITY BOARD OF EDUCATION  
EMPLOYEE AGREEMENT FOR USE OF PURCHASING CARDS

FY23-24

The Jasper City Board of Education (JCBOE) has issued purchasing cards to be used exclusively for Jasper City Schools. The JCBOE requires all employees using a purchasing card to sign an agreement regulating the use of the card.

General information regarding use of the purchasing card:

1. If a card is lost or stolen, the employee should immediately contact Ashley Aaron at the Central Office, extension 68005 (outside number 205-384-6880).
2. The JCBOE contact person for questions about allowable purchases is your school bookkeeper.
3. If card privileges are revoked, they may be restored upon approval from the Superintendent.
4. Receipts must accompany the purchasing card when it is returned to the bookkeeper.
5. Caution should be taken in using the purchasing card for internet purchases. Internet purchases are allowed, but be sure to print an itemized receipt at the time of purchase – often receipts are no longer included in the package.
6. Payment cannot be made for items that have not been received.
7. The employee agrees to reimburse JCBOE for purchases that are determined to be unallowable expenditures.
8. The employee agrees to obtain a legible receipt with an itemized listing or supporting documentation for each purchase made with the card. The receipt must include the name and address of the vendor, description of items purchased, quantities, individual prices, extended totals, & receipt grand total, and must be turned in along with the card to the bookkeepers.
9. The employee agrees to reimburse JCBOE for purchases made with the card that are not supported by a receipt with an itemized receipt when the billing statement arrives for payment.
10. The employee agrees to inform merchants that purchases with the card are exempt from State of Alabama sales tax.
11. The employee agrees to reimburse JCSBOE for sales tax charged to the card (other than meals/lodging).
12. The employee agrees to reimburse JCBOE for purchases made in excess of the individual purchase order.
13. The employee agrees to adhere to JCBOE guidelines for purchasing cards.
14. The employee understands that purchasing card privileges may be suspended upon failure of the employee to follow the terms of this agreement.
15. **The employee understands that anyone using the purchasing card for personal use is subject to criminal prosecution. Personal use may result in the immediate revocation of card privileges.**
16. The following categories are blocked from purchase card use:
  - a. Cash advances
  - b. Hotel/airport gift shops
  - c. Beverage stores
  - d. Tobacco stores
  - e. Adult stores
  - f. Automatic billings

I acknowledge that I have read and understand the Jasper City Board of Education Employee's Agreement for Use of Purchasing Cards and hereby agree to abide by the regulations setout therein. I further understand that this agreement will be kept on file and will be valid for the current fiscal year.

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Signature

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Date