



CARDHOLDER'S AGREEMENT
Procurement Credit Card

The Board of Education of Colorado Springs is pleased to provide you with the Procurement Card Account. This account represents School District 11's trust in you and your empowerment as a responsible employee of the School District to safeguard and protect its assets.

I, _____, hereby acknowledge receipt of School District 11's Procurement Card, Cardholder account number **(This will be filled in by P card Administrator)** _____. As a Cardholder, I agree to comply with the terms and conditions of this agreement as stated in the provisions of the School District's Handbook and Internal Procedures. I confirm that I have read and understand in the provisions and that I will comply with terms and conditions and those of subsequent User Handbook revisions. I understand that the School District is liable to UMB Bank for all charges made by me. I further understand that any unallowable charges made by myself will cause my department to be liable.

As a Cardholder of the School District 11's Procurement Card Program, I agree to accept responsibility for the protection and proper use of the cards assigned to my account as outlined in this agreement and the User Handbook. I shall ensure protection of my account at all times to prevent its unauthorized use. I understand the School District **WILL** audit the use of this Procurement Card and that I CANNOT use the Procurement Card for personal purchases or for the prohibited commodities listed in the User Handbook. Should my Procurement Card become lost, stolen or compromised in any manner, I shall immediately advise UMB Bank (1-888-494-5141 for cancellation) and the P Card Coordinator Procurement and Contracting.

I understand that the card is the property of School District 11, assigned to me by request of my Department and that, in the event of willful or neglect default of these obligations, the School District may take any recovery action deemed appropriate, that is permitted by law. **Furthermore, upon transfer from the present department or termination of employment with the School District, I agree to contact Procurement and Contracting to transfer or terminate the account until another Approving Official is appointed and trained.**

I understand that any use of the P-card for internet buying must conform with the Districts Information Technology policy regarding unauthorized use of the internet. P-card holders must ensure that safeguards are observed before providing the cardholders card number to any on-line vendor.

CARDHOLDER:

Signature: _____

Date: _____

Print Name: _____

DISTRICT ID#: _____

Department: _____

Phone #: _____

SCHOOL DISTRICT 11
Procurement Credit Card



Training Record

1. I have received, read, and understand the Cardholder Instruction Guidebook.
2. I have received, read, and understand School District’s 11 Internal Procedures for using the P-Card which is posted on the Procurement website.
3. On _____, I received training by Contracting and Procurement on P-Card procedures. I understand how to properly use the P-Card to obtain micro purchase supplies and non-personal services. I understand that the card has restricted use and agree to abide by those restrictions.
4. I am aware of the standards of conduct, which may affect my use of the P-Card.
5. I understand the reconciliation requirements and the disputes processing.
6. **I understand that the card is the property of School District 11, assigned to me by request from my Department or Principal, in the event of willful or neglect default of these obligations, the School District may take any recovery action deemed appropriate, that is permitted by law.**

CARDHOLDER or APPROVING OFFICIAL:

Signature: _____

Date: _____

Print Name: _____

Department: _____

Phone #: _____