When signing out the HCS Purchasing Card, I, the undersigned, understand that I must use the Procurement Card assigned to me in accordance with all rules, regulations, and guidelines as may be updated and disseminated by Horry County Schools via the website or other method and am responsible for any abuse or misuse of said Procurement Card, which may result in disciplinary action up to and including termination or employment. The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of Horry County Schools. The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Program established guidelines and the Procurement Code and Regulations of Horry County Schools. Violations of these requirements may result in revocation of use privileges and/or disciplinary action up to and including termination of employment. Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse Horry County Schools for all costs associated with such improper use.

LAST 4 DIGITS OF PCARD	EMPLOYEE SIGNATURE	CHECK- OUT DATE	PO #	VENDOR	RETURN DATE