



Hutto ISD District Card Use Agreement

I, _____, hereby request a Hutto ISD District Purchasing Card. As a cardholder, I have read, understood, and agree to comply with the Hutto ISD Purchasing and Travel Guidelines found on the Hutto ISD website.

1. I understand that I am being entrusted with a District Purchasing Card. I will be making financial commitments on behalf of Hutto ISD. I will obtain the best value for Hutto ISD by using the card wisely and with discretion.

2. I agree to use this card for official approved work-related purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and appropriate disciplinary action, which may include termination of employment.

3. Policy violations include, but are not limited to:

3.1 Purchasing items for personal use or non-district business purposes

3.2 Purchasing items without an approved Purchase Order

3.2 Exceeding Purchase Order approved amount

3.3 Failure to submit proper documentation and detailed receipts for each purchase in a timely manner

3.4 Purchasing from unauthorized vendors

3.5 Purchasing Gift Cards

3.6 Purchasing food/meals from gas stations/convenience stores (see travel guidelines)

4. I agree to return the card immediately upon request or upon termination of employment (including retirement and resignation).

5. I agree that if the card is lost or stolen, I am to immediately notify CITIBANK (1-800-950-5114) and a Hutto ISD Program Administrator via email, phone or after hours at 737-327-5202.

6. This form must be signed each fiscal year.

Employee Printed Name _____

Campus/Department _____

Employee Signature _____

Date _____