

WACO INDEPENDENT SCHOOL DISTRICT

Procurement Card User Regulations

Participation in the JP Morgan Chase Procurement Card Program is a privilege that carries cardholder responsibilities. Although the card is issued in my name, it is considered District property and should be used only for District business. I agree to comply with the following terms and conditions regarding my use of the Procurement Card.

1. I understand that I am being entrusted with a Procurement Card, and will act as an agent of the District in making financial commitments on behalf of the Waco I.S.D. As such, I will ensure that all of the purchases are necessary and reasonable expenditures for the conduct of District business, are consistent with policies and procedures that apply uniformly to all district procurement activities, that none of the charges are made for personal non-district use. Additionally, I will strive to obtain the best value for the District.
2. I understand that the District is liable to JP Morgan Chase for all charges made on the card.
3. I have read the Procurement Card User's Guide and understand the requirements for the Procurement Card's usage. I will follow the established policies and procedures for the use of the Procurement Card. Failure to do so may result in either revocation of my cardholder privileges or other disciplinary action, up to and including termination of employment. I understand that transactions originating through the use of this card may be audited at any time and appropriate action taken on any discrepancies.
4. I agree to use this card for approved purchases only. I understand that I am financially responsible for all unapproved purchases, including Texas sales tax, as well as any transaction for which I cannot produce an original vendor's itemized receipt.
5. Personal purchases will be considered misappropriation of District funds, a criminal offense (under applicable Texas Penal Code Statutes), and will be reported to the proper authorities. Inappropriate use of the card or failure to abide by the Purchasing Card Policies and Procedures (as found in the Business Procedures Manual) will result in revocation of the card and appropriate disciplinary action, which may include termination of employment, prosecution, and restitution of any losses incurred by the District.
6. I am aware that purchases must be within my department's appropriate budgetary limits when using the Procurement Card and that purchases made are charged to my department at the end of the month. If the charges exceed my department budget in any month, I understand that my card privileges may be suspended.
7. I agree to surrender the card immediately upon request of the Procurement Card Administrator or upon separation from the District. Additionally, I agree to report, to the Business Services Department, any reassignment within the District or other personnel change. I understand that continued use of the card is at the discretion of the new supervising budget administrator and that any change in my budgetary cost center will require a correction of the default budget code.
8. I am responsible for ensuring that the Procurement Card and its number are protected from theft or loss. I will immediately notify JP Morgan Chase at 1-800-890-0669 and the Procurement Card Administrator of any loss or improper use of my card or card number. I understand that I must report the loss or theft of the Procurement Card within twenty-four (24) hours. If I fail to report the loss or theft, I may be held financially liable for any unauthorized charges.

9. I understand that the Business Services Department will provide me a copy of my monthly statement on or around the fourth day of the month following the transaction period. It is my responsibility to reconcile the statement with the original vendor's itemized receipts, supplying the appropriate account code for each transaction. All identified discrepancies must be reported as required above. Within ten (10) days of receiving the statement, a copy of the statement with appropriate accounting code(s) and all related itemized receipts must be submitted to Accounts Payable with the signed Certification of Procurement Card Charges cover sheet. Failure to turn in the receipts within ten days may result in a payroll deduction.
10. I understand that I must reimburse the District for any unauthorized purchase, including Texas sales tax charged to the Procurement Card, and for any transaction for which I am unable to produce an original vendor's itemized receipt. Therefore, I authorize the District to deduct the amount of any such unauthorized transactions from my payroll check.
11. Cards issued to an individual employee and not to an office, department, or other cardholder group are not to be shared. The employee listed on the card has sole responsibility for the control and use of the card.

Cardholder's Signature

Cardholder's Printed Name

Date