Dexter Community Schools
CARDHOLDER AGREEMENT

Participating Employee Acknowledgment of Responsibilities

By participating in the Dexter Community Schools Purchasing Card (PCard) Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Purchasing Card Program. These responsibilities include but are not limited to the following:

The Dexter Community Schools Purchasing Card is to be used for business expenditures only. The Purchasing Card may only be used under the parameters and procedures established for the Purchasing Card Program which are detailed in the 'Dexter Community Schools Cardholder Guide.' *The Dexter Community Schools Purchasing Card MAY NOT be used for any personal purchases or cash transactions.*

The Purchasing Card will be issued in the name of the employee. There are no credit checks of the Cardholder's personal finances, and no link is provided to the Cardholder's personal financial records. By accepting the PCard, the employee assumes responsibility for the PCard and will be responsible for all charges made with the PCard. The PCard is not transferable and may not be used by anyone other than the Cardholder.

The Dexter Community Schools Purchasing Card must be maintained with the highest level of security. If the PCard is lost or stolen, or if the Cardholder suspects the PCard or account number to have been compromised, the Cardholder agrees to immediately notify BMO at 1-855-825-9234 and the Dexter Community Schools Purchasing Card Administrator, Christie Bueche at 734-424-4100 x1015.

All charges will be billed to and paid directly by Dexter Community Schools. On a monthly basis, the Cardholder will be responsible for the verification and reconciliation of all account activity associated with the PCard in the BMO Spend Dynamics application, including all purchases and credits made during the reporting period. The Cardholder will be responsible for submitting all original receipts. *The Cardholder is responsible for any fees that might be charged for obtaining duplicate copies of receipts.*

Cardholder accounts are subject to internal control reviews and audits designed to protect the interests of Dexter Community Schools. By accepting the PCard, the Cardholder agrees to cooperate with these reviews and audits. The Cardholder may be asked to produce the PCard to validate its existence and produce statements and receipts to verify appropriate use.

Parameters and procedures related to the Purchasing Card Program may be updated or changed at any time. Dexter Community Schools will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.

The Cardholder agrees to surrender and cease use of the PCard upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. In addition, the Cardholder must surrender and cease use of the PCard in the event of transfer or relocation. The Cardholder may also be asked to surrender the PCard at any time deemed necessary by management.

Dexter Community Schools will seek restitution, including any costs associated with obtaining restitution, for any inappropriate charges made to an account. Misuse of the PCard may result in corrective action up to and including termination and/or possible criminal action.

By signing below, I acknowledge that I have read and agree to the terms and conditions of the 'Dexter Community Schools Cardholder Guide' and this document. I certify that as a participating Cardholder of the Dexter Community Schools Purchasing Card Program, I understand and assume the responsibilities listed above.

_____	_____	_____
Employee (Cardholder) Signature	Employee Name (Print)	Date

Employee approved for issuance of a Dexter Community Schools Purchasing Card:

_____	_____	_____
Budget Administrator Signature	Administrator Name (Print)	Date
_____	_____	_____
Chief Financial Officer	Name (Print)	Date