



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 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.



Monthly Processes for the P Card

Using the P card requires that each card holder allocate their charges each month. Each charge should be reviewed for accuracy and making sure the correct budgeted account is associated with each transaction. Also, each transaction must have a description of what was purchased and why. It is highly recommended that your transactions be allocated on a weekly basis. If the allocations are not completed by the monthly deadline, the default account will be charged and will need to be corrected by a journal entry.

Uploading to Sharepoint

Uploading your statements and receipts to Sharepoint is a monthly requirement. Lately, this process has been neglected by a good number of card holders. Your monthly uploads are due by the 10th of each month for the prior billing period.

*****Effective July 1, 2024, Accounting will run a report to check on monthly uploads. If your uploads are two months behind in being uploaded to Sharepoint, your card will be blocked from use until the uploads are up to date. . Terry Gotchie will let me know when your uploads are current. Then and only then will your card be unlocked.

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

Signature: _____

Date: _____

Print Name: _____

Department: _____

Phone #: _____