

# Godley Independent School District P-Card Agreement Form

1. I understand that I will be making financial commitments on behalf of Godley ISD and will strive to obtain the best value for Godley ISD.
2. I have read and will follow the Purchasing Card Policies and Procedures. Failure to do so could be considered as misappropriation of Godley ISD funds. Failure to comply with this Agreement may result in either revocation of my use privileges or other corrective action, up to and including termination.
3. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of Godley ISD funds and could result in corrective action, up to and including termination of employment.
4. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use, Godley ISD shall have the right to deduct any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc., from my paycheck or final paycheck.
5. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. The Purchasing Card is company property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Godley ISD assets. Additionally, I agree to surrender the Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.
7. If the card is lost or stolen, I will immediately notify UMB Bank by telephone at 855-465-8113 and the Program Administrator.
8. I will provide all receipts for purchases to the business office within three (3) days of using the card, which must match the activity on the monthly statement. Electronic versions of the receipt (i.e. scanned or photo) will be acceptable. Any lost receipts or purchases without documentation will be considered a violation of procedures.
9. Information concerning your use of the Commercial Card, including details regarding each individual transaction, may be furnished by UMB Bank to Godley ISD. Information concerning reimbursement received, employment status, and location may be furnished by Godley ISD to UMB Bank.

## Activation

To activate your card, you will need to call 855-804-4062 and enter the 16 digit card number, followed by the # sign. Next, you will enter the last 4 digits of your Social Security Number, and then the billing zip code of 76044, followed by the # sign. It is your responsibility to activate your card before first use.

## Agreement

You are being issued a Godley ISD purchasing credit card, issued by UMB Bank. The card is provided to you based on your need to purchase items or services for Godley ISD. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Last 4 Digits of Card Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date