



Certificate of Understanding York School District One Purchase Card

When a State of Emergency has been declared, or during a time such as a natural disaster, the District Program Administrator (DPA) may move approved purchase cards to Emergency Status. Purchase cards in Emergency Status may exceed \$10,000 per transaction for the purposes of responding to the State of Emergency or natural disaster. Cardholders shall document every approval and every purchase made while on Emergency Status. Once the emergency is over, purchase cards shall be returned to normal status and normal transaction limits.

I, (Insert Cardholder Name Here), certify that I understand York School District One policies and procedures governing Emergency Status and my District purchase card. I understand that noncompliance with established policies and procedures may result in suspension or revocation of my purchase card.

Cardholder Signature:

Date:

DPA Signature: