

I understand that Bellingham Public Schools has authorized my use of a district procurement card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the following terms and conditions:

- I will use the card(s) issued to me only for the payment of authorized expenses on behalf of the district.
- I will not use the card(s) to obtain cash advances.
- I will not use the card(s) for any non-district purpose.
- I will not allow the card(s) to be used by any unauthorized individual.
- I will not use the card(s) for salaries, wages, cash advances, personal services, consultants, gifts, gift cards, donations, employee meals and vehicle expenses incurred during travel, and Amazon purchases.
- I understand that I will be responsible for the timely submission of all original itemized and detailed receipts.
- In the event of my transfer or separation from employment, I will immediately notify and surrender, to the Finance Department, cards issued to me.
- I will immediately report any lost or stolen card to the Finance Department
- I understand that any charges against the procurement card(s) not properly identified or not allowed by the district shall be paid by the employee incurring the charges. I further understand, in compliance with RCW 42.24.115, that if any disallowed charges are not repaid before the procurement card billing is due and payable, that the district shall have a prior lien against and a right to withhold any and all funds payable to me up to the amount of the disallowed charges and any applicable interest. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card(s) upon demand to the Finance Department
- I understand that the violation of the above conditions will result in cancellation of the card. Misuse of the card may result in discipline and/or personal liability for disallowed charges.
- Any procurement card use is subject to examination by the Finance Department and by the State Auditor's Office at any time.
- The district shall have unlimited authority to revoke approval to use any procurement card issued and upon revocation shall not be liable for any charges subsequently incurred.
- I agree to use the procurement card in accordance with Policy and Procedure 6212 and will not exceed the purchase thresholds specified below unless previously authorized by the Finance Department:

Cardholder	Max Per Transaction	Max Per Month
Elementary	\$1,000	\$5,000
Middle	\$1,000	\$7,000
High	\$2,000	\$10,000
ASB	\$5,000	\$20,000
Departments	\$2,000	\$10,000
Ed Tech	\$5,000	\$20,000
Finance Department	\$50,000	\$150,000
Gas Cards	\$200	\$2,000

By signing the accompanying log, I acknowledge that I have read, understand and agree to comply with the conditions listed above.

