



Elgin ISD
District Card Use Agreement

School Year - 2025-2026

I hereby request the use of an Elgin ISD Credit Card. As a cardholder/user, I have read, understand, and agree to comply with the Elgin ISD Purchasing, Travel, and District Guidelines found on the Elgin ISD website.

1. I understand that I am being entrusted with a District Card and that I am responsible for the security of the account number, credit card, and PIN.
2. I understand that I will be making financial commitments on behalf of Elgin ISD. I will obtain the best value for Elgin ISD by using the card wisely and with discretion.
3. I agree to return the card and itemized receipts as designated.
4. I agree that if the card is lost or stolen, I am to notify customer service at 1-800-344-5696 immediately. Contact the Elgin ISD Business Office via email at angela.hatchard@elginisd.net and by phone at 512-281-3434 X 1226.
5. I agree to use this card for officially approved work-related purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and appropriate disciplinary action, which may include, but is not limited to, termination of my employment.
6. I agree to return the card immediately upon request or termination of employment (including retirement and resignation).
7. Violations include, but are not limited to:
 - Using the card for unauthorized purchases, including personal use or non-district purposes
 - Purchasing without an approved Purchase Order
 - Exceeding the Purchase Order approved amount/ purchasing items not included on the PO
 - Failure to return the card in the designated timeframe
 - Failure to submit proper documentation and detailed receipts for each purchase promptly
 - Purchasing Gift Cards, Alcohol, or other unallowed items
 - Allowing the card to be used by someone else, including other employees
8. This form must be signed each fiscal year prior to card usage of any nature.

Employee Printed Name

Campus/Department

Employee Signature

Date