



Ashe County Schools Employee Agreement for Procurement Card

I, _____ agree to comply with the following terms and conditions regarding my use of the Purchasing Card.

- I understand that I am being entrusted with property of Ashe County School System with which I will be making financial commitment on behalf of Ashe County School System.
- I understand that this card is to be used only for School District purchases as authorized by Ashe County School System, and agree not to use it for unauthorized or personal purchases either for myself or others under any circumstance.
- Ashe County School System is liable to First Citizens Bank for all charges made on the card, and as such, I will strive to obtain the best value for the school district.
- I understand that I am the only person entitled to use the card and am responsible for all charges made against the card.
- I understand that there will be audits of the monthly statements regarding this card, and that appropriate action will be taken by management in the event of card misuse.
- I will follow the established procedures for the use of the card. Failure to do so or any misuse of the card may result in revocation of my use privileges and/or disciplinary action(s) up to and including possible dismissal, in accordance with the disciplinary policies of the Ashe County School System.
- I have been given a copy of the Procurement Card Policy and Procedures and understand the requirements for the card use.
- If the card is lost or stolen, I agree immediately to notify First Citizens and Ashe County School System, Procurement Card Manager
- I am aware of my responsibility for reporting any misuse of this card.

EMPLOYEE SIGNATURE

DATE