Perris Union High School District

Credit Card Acknowledgement

This Credit Card Holder Agreement ("Agreement") establishes the responsibilities and requirements for all employees authorized to use a District-issued credit card. By signing this Agreement, the cardholder acknowledges and accepts the terms outlined below and in the Credit Card Usage policy.

District-issued credit cards are provided solely for the purpose of conducting authorized District business. All use of the card must support District operations, programs, or activities and comply with District policies, procedures, and applicable laws.

Authorized Use

- I understand that I am the only authorized user of my assigned card.
- The card may be used only for District business and never for personal purchases.
- The card will not be used to bypass established procurement processes, e.g. circumventing the contract process or circumventing the approval process.

Allowed Purchases

- I will make purchases only as permitted, e.g., approved travel expenses (meals may not exceed the per diem-amount is all inclusive of tax, etc.) , postage, approved emergency items. Any meal expenses exceeding the established per diem are **not allowed** and are the sole responsibility of the employee.
- Food being purchased for meetings must align with the **PUHSD Food policy** and consist of an agenda and sign-in sheet.

Prohibited Purchases

- I understand that prohibited purchases—such as personal items, staff gifts, technology equipment, fuel, services/labor, gift cards for non-students, leases/rentals, alcohol/tobacco, meals in excess of per diem, ASB/PTA purchases, or items over $1,500—are strictly forbidden and may result in permanent revocation and/or disciplinary action.

Receipts & Reconciliation

- I will obtain and submit itemized receipts for all transactions.
- I will reconcile my monthly statement and submit required documents to Purchasing by the 10th of each month (or the Friday prior).
- I understand that repeated missing receipts or late reconciliations may result in loss of card privileges.

Lost, Stolen, or Incorrect Charges

- I will immediately report lost or stolen cards or fraudulent charges to First Bankcard at 1-800-819-4249 and the Director of Purchasing.
- I will follow required steps to resolve disputed charges.

General Responsibilities

- I am responsible for safeguarding the card and adhering to spending limits.
- I understand that failure to follow District policies or state/federal regulations may result in revocation of the card, reimbursement to the District, disciplinary action, or termination.
- I understand that the card must be returned upon separation from employment.

I acknowledge that I have received and reviewed the Perris Union High School District Credit Cardholder Manual. I agree to follow all policies and procedures outlined in the manual.

Cardholder Name: _____ Last 4 digits of Credit Card _____

Department/Title: _____

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

If you have any questions or concerns, please contact Carmen Ochoa, Director of Purchasing, at carmen.ochoa@puhsd.org or 951-943-6369 ext. 80231