



Hutto ISD District Card Use Agreement

I, the undersigned, request a Hutto ISD District Purchase Card and acknowledge that I have read, understand, and agree to adhere to the Hutto ISD Purchasing and Travel Guidelines available on the Hutto ISD website.

1. I acknowledge my responsibility for the District Purchase Card and understand that I will be making financial commitments on behalf of Hutto ISD. I commit to using the card judiciously and with discretion to ensure Hutto ISD obtains the best value.
2. I understand and agree to use this credit card strictly for official, approved, work-related purchases. I acknowledge that misuse or abuse of this card may result in its immediate revocation and disciplinary action, up to and including termination of my employment.
3. Prohibited Purchases and Actions include, but are not limited to:
 - 3.1. Purchasing items for personal or non-district business use.
 - 3.2. Acquiring items without proper authorization or exceeding the pre-approved/quoted cost.
 - 3.3. Purchasing gift cards.
 - 3.4. Buying food or snacks from gas stations, convenience stores, or general merchant stores (except Buc-ee's).
 - 3.5. Using meal delivery services (e.g., Uber Eats).
 - 3.6. Buying from unauthorized vendors (e.g., Walmart).
 - 3.7. Failure to submit complete and detailed receipts and proper documentation for all purchases in a timely manner.
4. The card must be returned immediately upon request or upon termination of employment (including retirement and resignation).
5. Should the card be lost or stolen, I agree to notify the Hutto ISD Program Administrator immediately. Notification must be sent via email to PURCHASING@HUTTOISD.NET or by phone at 817-343-5777 or 512-981-9570.
6. This form must be signed each fiscal year.

Employee Printed Name: _____ Purchasing: _____

Employee Signature: _____

Date: _____

Last update 02/18/2026