DOTHAN CITY BOARD OF EDUCATION
EMPLOYEES' AGREEMENT FOR USE OF PURCHASING CARDS

The Dothan City Board of Education (DCBOE) requires all employees using the purchasing card to sign an agreement regulating its use.

_____ agree to:

1. Use the card exclusively for classroom instructional materials and supplies by the individual named on the card in accordance with Alabama Code 16-1-8. l.

2. Reimburse the DCBOE for purchases that are determined to be unallowable expenditures or obtain other funds for the expenditure.

3. Obtain a legible receipt with the vendor's name, address, date of purchase, a description of items, quantity of each item, individual price per item, and total of the purchase. All receipts shall be submitted daily and shall be tax exempt.

4. Sign the receipt log when submitting receipts or credits to the local bookkeeper/secretary.

5. Reimburse the DCBOE for purchases made with the card, which are not supported by a receipt with an itemized listing.

6. Inform merchants that purchases with the card are exempt from Alabama sales tax.

7. Reimburse the DCBOE for any sales tax charged to the card when submitting receipts.

8. Reimburse the DCBOE for purchases made in excess of the individual purchase limit or obtain other funds for the excess expenditures.

9. Adhere to the DCBOE guidelines for purchasing cards.

10. Leave all items purchased with Classroom Instructional Support/Purchasing Card funds with the classroom, school, and instructional assignment for which the funds were allocated. Items purchased with these funds are the property of Dothan City Schools and are not the personal property of the teacher. If I move classrooms within the same school while remaining in the same grade, subject, and instructional assignment, the items may move with me. If I transfer to another school or change grades, subjects, positions, or instructional assignments, I will leave the purchased items with the classroom/school and assignment for which the funds were originally provided, unless otherwise authorized by Dothan City Schools.

11. I understand that purchasing card privileges may be suspended or revoked upon failure of the cardholder to follow the terms of this agreement.

12. I understand that I will be required to turn in the purchasing card by **Monday, March 19, 2027**.

13. I understand that anyone using the purchasing card or state tax exemption information for personal use is subject to criminal prosecution.

General information and guidelines regarding use of the purchasing card:

- Nonallowable expenditures are as follows but not limited to:
  - o Cash Advances
  - o Fire Arms and Ammunition
  - o Airline Tickets
  - o Automatic/Delayed billings (subscriptions, dues)
  - o Restaurants
  - o Convenience Stores
  - o Gasoline Stations
  - o Furniture not used to store or related directly to CIS materials
  - o Adult or Clothing Stores
  - o Hotel/Motel Reservations
  - o Movie Theatres
  - o Janitorial Supplies
  - o Gift Cards
  - o Food Purchases
  - o Warranties
  - o Beverage and Tobacco Stores
- Prior to the purchase of standard white copy paper, printer cartridges or any electronic device, the local bookkeeper/secretary should be consulted to stay in compliance with Alabama Bid Law.
- The DCBOE allows the use of the purchasing cards for internet orders but will not pay any tax on such orders. Online orders should only be made through reputable vendors.
- If a card is lost or stolen the cardholder should immediately contact Smartbank at 1-800-344-5696 and then inform the local school bookkeeper/secretary. The cardholder will pay $25 for a replacement card to their local school.
- The DCBOE contact person for questions about allowable purchases is the local bookkeeper/secretary or principal at each school. Ask before any questionable purchase is made to ensure the guidelines are being followed. (Allowable expenditures are classroom instructional materials and supplies used by classroom teachers or students in each teacher's respective classes and instructional equipment and electronic equipment utilized for student's instruction in the teacher's classroom.)
- To obtain a current balance on the purchasing card call Smartbank at 1-800-344-5696.
- If the card is used in a way contrary to this agreement, the use of the card can be immediately suspended and future orders must be completed through the purchase order process.
- If card privileges are revoked they may be restored the following school year upon approval from the Superintendent.
- I certify that I have read the Dothan City Board of Education Employees' Agreement for Use of Purchasing Cards and hereby agree to abide by the regulations set out therein. My signature on this form acknowledges said agreement and receipt of my Purchasing Card.

_____ _____

Print Name Date

_____ _____

Signature Date