

PROCUREMENT



MEMORANDUM OF UNDERSTANDING

I understand that Olympia School District has authorized my use of a District procurement card (purchase card and/or travel card) for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions, which follow:

I will use the card(s) issued to me only for the payment of authorized expenses on behalf of the District which include supplies, materials (Purchase Card), and extended travel related items (Travel Card).

1. I will not use the cards to obtain cash advances.
2. I will not use the cards for personal use or for any non-District purpose (even if I reimburse the District).
3. I understand the cards **shall not be used** for the following:
 - Salaries or wages
 - Cash advances
 - Restaurants (except for ASB and travel)
 - Donation to charities
 - Consultant/contractual services
 - Furniture over \$1,000
 - Gifts (including flowers or meals for employees)
 - Cell phones
 - Grant funded expenditures, unless approved by the superintendent or designee
4. Exceptions may be approved by Accounting Office in advance on a case-by-case basis.
5. I understand that I am responsible to provide appropriate documentation (itemized receipt) for all transactions to the Accounting Office by the due date deadline.
6. I will notify and surrender the cards to the Accounting Office in the event of my transfer or separation of service from the District.
7. I will immediately report any stolen or lost cards to the Accounting Office[•].
8. I understand that any charges against the card not properly identified, or not allowed by the District shall be paid by the employee incurring the charges through payroll deduction. I further understand that if any disallowed charges are not repaid before the card billing is due and payable, that the District shall have a prior lien against and a right to withhold any and all funds payable to me up to the amount of the disallowed charges and any applicable interest.
9. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the cards upon demand to the superintendent or designee.

[•] Accounting Office 360-596-6120 ► US Bank 1-800-344-5696

10. I understand that any variance and/or violation to the above conditions will result in cancellation of the card. Misuse of the cards will result in discipline and/or personal liability for disallowed charges.
11. Any District card use is subject to examination by the Business Department and the State auditor.
12. The District shall have unlimited authority to revoke use of any card issued and upon such revocation shall not be liable for any cost subsequently charged to the card.
13. The cards can be used for ***current year business only***.
14. I understand that purchases are limited per transaction and per month and I will know the credit limit for all cards I use.

I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS.

Print Name and Title

Signature

Date

Supervisor Signature

Date