

Grant Parish School Board Annual Credit Card Agreement

By signing this form, the employee acknowledges the following:

The employee understands and agrees to follow all of the school board's policies and procedures, including those relating to purchasing and credit/purchase cards.

The employee understands that noncompliance with school board policies and/or procedures may result in disciplinary action against the employee.

The employee understands that school credit/purchase cards are made available to the employee for school purchases. In order to be eligible to use a card, the employee must review and sign this agreement form on an annual basis and have approval to use the card as stated in the credit/purchase card policy. In addition, the employee is required to sign-out any shared cards prior to use.

The employee understands that he/she is responsible for all purchases (except those due to theft) made on the card.

The employee agrees that he/she will not allow other individuals (including other employees) to use the card.

If the card is stolen or lost, the employee is to immediately notify the principal. The employee understands that failure to quickly report a stolen or lost card may result in the employee being liable to the school for losses (including interest and fees).

The employee agrees to use the card only for approved purchases. For a purchase to be considered approved, the purchase must have been approved in accordance with the policies and procedures of the school board.

The employee agrees that he/she will not make any personal purchases on the card.

The school will investigate any unapproved purchases made on the card. The employee agrees that he/she may be required to reimburse the school for the cost (including any interest and fees) of any unnecessary/personal purchases that were not approved in accordance with school board policies and procedures.

The employee understands that he/she cannot use the card to obtain a cash advance.

The employee agrees to return the card and all purchase related documentation (e.g., itemized receipts) to the bookkeeper as quickly as possible.

The employee agrees to return the card upon request.

Employee	
Name:	_____
Employee #:	_____
Signature:	_____
Date:	_____

Approval	
Principal Name:	_____
Principal Signature:	_____
Date:	_____
Bookkeeper Name:	_____
Bookkeeper Signature:	_____
Date:	_____

