

Walla Walla School District Procurement Card User Agreement

I understand the Walla Walla School District No. 140 has authorized my use of a District Procurement Card for authorized business expenditures on its behalf. In accepting and using the card, I agree to be bound by the terms and conditions, which follow:

- ◆ I will only use the card for the payment of authorized expenses on behalf of my Building/Department.
- ◆ I will not allow anyone else to use the card checked out to me.
- ◆ I will not store the P-card information on websites ie: Amazon.
- ◆ ALL ship to addresses for purchases MUST be a school address, do NOT ship to home address.

- ◆ **Allowable Charges:**
 - Travel Expenses including: Airfare, Car Rental (incl fuel), Taxi/Shuttle, Parking, Internet (district work related)
 - Lodging (Contact the hotel directly. Procurement card charges to third party vendors, such as hotels.com, are prohibited.) (The person traveling will check out a building/department procurement card to take with them for the above expenses.)
 - Admissions to museums, theaters, science centers, plays, and cultural events
 - Field trip expenses/ Instructional materials, videos
 - Memberships
 - Subscriptions
 - Supplies (classroom, office, meeting, general)
 - Meals and refreshments for in-district meetings and training sessions **directly related and/or associated with school district business.** (The meal costs may not exceed the per person per diem rate. For example, if the lunch per diem rate is \$14, then the lunch costs for a staff of five may not exceed \$70, including gratuity. Do not use contracted catering services.) (Purchase of meals while in travel status is prohibited, with the exception of meals during student trips.)
 - Online conference registrations (Do not write procurement card number on registration forms to be mailed or faxed.)

- ◆ **Prohibited Charges:**
 - Alcoholic beverages or any substance, material, or service which violates policy, law, or regulations pertaining to Walla Walla School District.
 - Athletic Apparel and Equipment
 - Capital equipment (without prior approval)
 - Cash advances
 - Catering services
 - Cell phones/pagers (without prior approval from the Business Office)
 - Consultant/Contractual services, salaries/wages/benefits
 - Curriculum materials (without prior Curriculum Department and/ or Music Department approval)
 - Entertainment, gifts, donations
 - Fuel for personal vehicle
 - Gift certificates/cards
 - Personal or other non-district purposes
 - Furniture
 - Lodging charges to 3rd party vendors (i.e., Hotels.com)
 - Meals while in travel status is prohibited
 - Room service/food charges
 - Technology capital equipment (without prior approval from the Technology Department, to assure compatibility with existing district systems and the ability of the district to provide technical support)

- ◆ I must provide original receipts for my procurement card transactions.
- ◆ I will immediately report any stolen or lost card to the Bank of Montreal and the Business Office Procurement Card Administrator.
- ◆ **I understand that any charges against the credit card not properly identified or not allowed by the District shall be paid by the card user incurring the charge by check, United States currency, or salary deduction. I further understand, in compliance with RCW 42.24.115, that any disallowed charges which are not repaid before the procurement card billing is due and payable, that the district shall have prior lien against and a right to withhold any and all funds payable to myself up to an amount of the disallowed charges and interest at the same rate as charged by the company which issues the procurement card. 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 card upon demand of the superintendent or designee.**
- ◆ I understand that any variance and/or violation or misuse of the card could result in discipline and/or personal liability for dishonored charges. Any District procurement card use is subject to examination by the State Auditor's Office. The District shall have unlimited authority to revoke the use of any procurement card issued and upon such revocation shall not be liable to any cost subsequently charged to the procurement card.

Acknowledgement that the Card Supervisor and the Card Custodian/Card User have read the Walla Walla School District Procurement Card Guidelines and comply with all the procedures and policies contained in the Guidelines and any revisions and updates made to it.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

Building/Department Name: _____

Card Custodian/Card User Name: _____

Card Custodian/Card User Signature: _____ Date Signed: _____

Card Supervisor Signature: _____ Date Signed: _____