

Scottsboro City Board of Education

Purchasing/Debit Card Agreement

The Scottsboro City Board of Education Purchasing (schools and program directors)/Debit (state instructional funds) Card is issued to you for purchasing supplies, materials and items related to approved activities of the school and classroom. These cards are provided as a convenience to you in order to streamline the acquisition process. It is important the cards are used as intended and the accounts are handled responsibly. The following procedures regarding use of these cards **must be followed**.

GENERAL GUIDELINES

1. Each employee wishing to receive a purchasing/debit card **must sign** a purchasing/debit card agreement before a card will be issued.
2. The Scottsboro City Board will set the purchasing limit of each purchasing card by the amount approved by the state allocation.
3. Purchasing cards issued for Classroom Instructional Supplies (Teacher Fee) will be issued as soon as possible after the funds are made available but no later than December 1 (per state law). The cards will be returned by May 1.
4. Only the person issued the card will be allowed to use the card. Violation of improper use may be subject to criminal prosecution and card privileges revoked for program.
5. Anyone using the card or someone else's card to obtain items for personal use is subject to criminal prosecution.
6. Itemized receipts **must** support items purchased with the card. All receipts must be turned in within 3 business days.
7. Notification of lost or stolen cards **must immediately** be made to Customer Support as well as the school bookkeeper. The bookkeeper **must then immediately** notify the Central Office Accounting Department or CSFO of the loss. It is the cardholder's responsibility to ensure all charges are reported to the customer support. The cardholder may be liable for charges the card company deems non fraudulent.
8. Cardholders violating any guidelines or terms contained herein will be subject to **immediate cancellation** of card privileges.
9. In the event card privileges are terminated due to violation of guidelines or terms, reinstatement of privileges may occur after two full school years subject to the school principal's recommendation and the concurrence of the CSFO.
10. Items may be purchased from vendors that do not accept purchasing/debit cards by issuing purchase orders through the central office.
11. In the event your card is unavailable (turned in, not handed out, etc.), you may use the district purchasing card at the central office by signing the **"Purchasing Card Sign In/Sign Out"** register upon both receipt of the card and return of the card.

CONTRACTUAL PROVISIONS

1. If the cardholder purchases unallowable expenditures, he/she will be required to reimburse the local school/district the amount equal to the unallowable expenditures.
2. The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the card. The receipt must include the name and address of the vendor, description of items purchased, quantities, individual prices, extended totals and receipt grand total.
3. The cardholder agrees to reimburse the local school/district for purchases made and not supported by an itemized receipt.
4. The cardholder agrees to inform merchants that purchases with the card are exempt from Alabama sales tax.
5. The cardholder agrees to reimburse the local school/district for sales tax charged to the card.
6. The cardholder agrees not to exceed the allotted amount set by the school/district.
7. The cardholder agrees to reimburse the local school for purchases made in excess of the individual purchase limit. Over limit fees will be paid by the cardholder only.
8. The cardholder agrees to adhere to the Scottsboro City Board of Education guidelines for all purchasing/debit cards.
9. The cardholder understands that card privileges will be suspended upon failure of the cardholder to follow the terms of this agreement and may cause the privileges for the organization to be suspended.
10. The cardholder understands that the use of the card for anyone's personal use or misuse of the card is a criminal offense and punishable by law.
- 11. All receipts must be turned in within 3 business days – multiple violations will cause immediate revocation of the card.**

I acknowledge and agree to the above procedures.

Printed Name	Date	Signature	Date

Card Number

Witness Signature	Date