AUBURN SCHOOL DISTRICT

CTE MEMORANDUM OF UNDERSTANDING

**DISTRICT ISSUED PROCUREMENT CARDS**

I understand Auburn School District No. 408 has authorized my use of a District credit card for approved district purchasing as designated by the budget administrator and auditing officer. In using the card, I agree to be bound by the terms and conditions as follows:

1. I will use the card issued to me in accordance with District policies as stated in the Procurement Card Program Procedures. The card will only be used for approved supplies as approved by School Board and the Superintendents.
2. I must surrender the credit card immediately upon separation from Auburn School District employment and will be personally liable for expenditures made after separation of employment.
3. I will not use the card for the following expenses:
4. Software, Hardware, Capital Equipment
5. Food or Alcoholic beverages
6. Gifts
7. Memberships (Amazon, Pandora, etc.)
8. Any purchases at Amazon.com
9. Travel of any kind
10. I will not use the card to obtain cash advances.
11. I will not allow usage by an unauthorized individual.
12. I will not use the card for personal use or for any non-district purpose.
13. I will not use the card for purchases at Amazon.com or like sites.
14. I understand purchases shall not exceed the pre-determined amount and will not be used for Capital Outlay items, or prevailing wage projects, and other restrictions assigned by the auditing officer.
15. I understand that all original receipts and the credit card must be maintained by the Card Custodian. The original itemized receipts and back up documentation will be maintained at the district CTE Office. I will keep a copy of all receipts for my own records.
16. I understand that I must immediately report any loss or theft of the credit card to the business office. If business office personnel unavailable, I will call US Bank at 1-800-344-5696 to report the loss or theft.
17. I understand that any charges against the credit card not properly identified, supported by an original receipt or approved by the district will be paid by me by check, cash or salary deduction, except when reported as fraud. I further understand, in compliance with RCW 42.24.115, that any disallowed charges which are not repaid before the credit 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 me up to the amount of the disallowed charges and interest at the same rate as charged by the company which issues the credit card.
18. I understand that misuse of card could result in discipline and/or personal liability for dishonored charges.
19. I understand that any District credit card use is subject to examination by the state auditor's office.
20. I understand my supply and resale (if applicable) account(s) will be assigned to the project card and any Purchase Orders requested will be deducted from the amount assigned.
21. **I understand that original receipts must be sent to the CTE Card Custodian immediately, arriving at the CTE office within three (3) days of purchase.**

Printed Name Signature Date

Building CTE Administrator Signature Date

CTE Administrator Signature Date

Asst. Superintendent Bus. Ops. Date