

Employee Name \_\_\_\_\_

## Individual Credit Card Use Agreement

AGREEMENT made between the Mount Vernon Community School District, (hereinafter the "District"), and employee listed above and signed below (hereinafter the "Employee").

### WITNESSETH:

WHEREAS, by this Agreement the Employee has been entrusted with a credit card for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the District; and

WHEREAS, the Employee agrees to abide by the terms and conditions of the Credit Card as set forth herein.

NOW, THEREFORE, consideration of the mutual covenants and conditions set forth herein, it is agreed by the District and the Employee as follows:

- 1. Please turn in all credit card receipts as soon as possible but no later than three days after the purchase.**
- 2. *If receipts are lost, contact the vendor to get another copy of the receipts/invoice. If it is not possible to replace the receipts, the employee should complete the Credit Card Missing Documentation Form and send it directly to the Superintendent for the Superintendent's signature.***
- 3. *Please be aware that in addition to detail review of credit card transactions by district personnel that the financial auditor reviews all credit card transactions and reports any inappropriate transactions and missing receipts to the School Board.***
- 4. *All receipts should include the detailed credit card receipt, any packing list, and the vendor's invoice with all details. One of these documents should include your name, a written easy to understand purpose of the purchase, and the budget account numbers to be charged for this purchase. Hotel and meal purchase bills should be the itemized detailed bill received and not just the summarized total. A copy of a purchase order by itself is not a valid receipt.***
- 5. *Immediately report any loss of a card and any improper use of a card. Lost or stolen cards should be reported immediately to the business manager and to the employee's supervisor.***
6. Employees shall immediately notify the Bank of Montreal ("Bank") in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at **(800) 361-3361**.
7. The district is sales tax exempt and the employee must always have a copy of the sales tax exemption certificate available for vendors. The district is not exempt from paying hotel taxes.
8. Decline all gifts offered by the vendor.
9. The credit cards should be kept secure at all times and if not used frequently should be stored in a locked secure location.
10. The Employee hereby agrees to immediately return the Credit Card to the District upon request.
11. The Employee shall not use the Credit Card for the purchase of any goods or service that is not authorized by the terms of this Agreement or by the direct written approval of the Superintendent or their authorized supervisor.
12. All receipts except those of the Superintendent, Principals, and Athletic Director should include a second signature verifying the legitimacy of the purchase. This verifying signature will

generally be that of an administrator or building secretary. Other verifying signatures can be someone in that department very familiar with the validity of the purchase including a technology director, maintenance director, transportation director, day care adult worker, or cook. The second signature can be the one on a Purchase Order.

13. Any employee not timely and correctly completing receipts will have the credit card disabled until the receipts are completed and can lead to termination of the card.
14. Purchases should not be made from the business of a friend or relative unless expressly given permission by the employee's supervisor.
15. The credit card is for business purposes and is not for personal purposes.
16. Prohibited purchases include alcohol, donations, any parking or driving violations, any fines, and any gambling transaction.
17. Do not use the credit card to purchase gasoline for your personal vehicle since you are reimbursed mileage for your travel.
18. You cannot use the credit card to obtain cash.
19. Credit cards can only be delegated for use by another employee with the express permission of the supervisor.
20. Purchasers should attempt to negotiate the lowest price for the purchase and negotiate free shipping or other cost reductions within reason. Always ask if there is a government discount.
21. All district policies must be followed when using a credit card.
22. The credit card is always the property of the school district.
23. The credit card can be used for telephone orders, fax orders, mail orders, online orders, and over the counter payments.
24. Always confirm the total costs of each purchase before completing the purchase including any shipping costs.
25. If returning merchandise, complete the return timely and send documentation of the return to the District Office.
26. Utilization of the Card must be within annual budget parameters and consistent with applicable Board policies and procedures.
27. The Card may not be utilized to circumvent State and District competitive bid laws and policies.
28. This Agreement may not be modified in any way without the approval of the District.

***The District and the employee have made and executed this Agreement.***

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Example of a detailed credit card receipt

CC492



MENARDS - MARION IA  
200 Menard Lane  
Marion, IA 52302

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 04/08/18

If you have questions regarding the charges on your receipt, please email us at:  
MIONfrontend@menards.com



Sale Transaction

Tax Exempt IA0133685  
Resale

3/4" PVC BALL VALVE	
6895374	2.94 NT
4OZ TEFLON BLUETHRD SEAL	
6931582	6.79 NT
4 OZ REG CLEAR PVC CEMEN	
6931160	2.79 NT
4OZ PURPLE PRIMER/CLEANE	
6931144	2.29 NT

TOTAL SALE	15.81
MasterCard 6371	15.81
Auth Code: 123028	
Chip Inserted	
a000000041010	
TC - b3bafc87dbf883d7	

TOTAL NUMBER OF ITEMS = 4

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION:  
2388

GUEST COPY

*Chris*  
*Wolk*  
*1/9/18*  
*main*

Example of a detailed credit card receipt

**Details for Order #112-8432180-7579418**

Print this page for your records.

**Order Placed:** January 5, 2018

**Amazon.com order number:** 112-8432180-7579418

**Order Total:** \$89.94

**Not Yet Shipped**

**Items Ordered**

**Price**

3 of: *Walle Shop iPad 9.7 2017 case, Slim Heavy Duty Shockproof Armor Hard PC+Silicone Hybrid High Impact Resistant Defender Full Body Protective Cover for Apple iPad 9.7 inch 2017 (navy)* \$14.99  
 Sold by: walle shop ([seller profile](#))

Condition: New

1 of: *Walle Shop iPad 9.7 2017 case, Slim Heavy Duty Shockproof Armor Hard PC+Silicone Hybrid High Impact Resistant Defender Full Body Protective Cover for Apple iPad 9.7 inch 2017 (black)* \$14.99  
 Sold by: walle shop ([seller profile](#))

Condition: New

2 of: *BMOUO New iPad 9.7 Inch (2017) Case - ShockProof Case Light Weight Kids Case Cover Handle Stand Case for Apple iPad 9.7 Inch 2017 New Model - Black* \$14.99  
 Sold by: BCEstore ([seller profile](#))  
 Business Price

Condition: New