

Procurement Card Agreement P-Card Holders / Budget Managers



I, _____ hereby acknowledge receipt of the BISD Credit Card(s).

I acknowledge receipt of the Procurement Card Agreement and confirm that I have read and understand the terms and conditions. I understand that the Birdville Independent School District will audit the use of the procurement card(s) and report any discrepancies

As a card holder and/or budget manager, I agree to comply with the terms and conditions of the Agreement and the Procurement Card Manual.

I agree to use this card(s) for approved purchases only. I understand that I am financially responsible for all unapproved purchases, including Texas sales tax, as well as any transaction for which I cannot produce an original vendor's receipt.

I understand that the District is liable to Bank of America for all charges made on the card(s).

Personal purchases will be considered misappropriations of District funds, (under applicable Texas Penal Code Statutes), and will be reported to the proper authorities. Inappropriate use of the card(s) or failure to abide by the Procurement Card Policies and Procedures will result in revocation of the card(s) and appropriate disciplinary action, which may include termination of employment, prosecution, and restitution of any losses incurred by the District.

I am aware that purchases must be within my department's appropriate budgetary limits when using the Procurement Card(s) and that purchases made are charged to my department/campus at the end of the month. If the charges exceed my department/campus budget in any month, I understand that my card privileges may be revoked.

I am responsible for ensuring that the Procurement Card(s) and its number(s) are protected from theft or loss. I will immediately notify Bank of America and the Procurement Card Administrator of any loss or improper use of my card(s). I understand that I must report the loss or theft of the Procurement Card(s) within twenty-four (24) hours. If I fail to report the loss or theft, I may be held liable for any unauthorized charges.

I understand that purchases made in violation of this policy will result in P-Card Issue/Warning Notice, revocation of P-Card privileges and/or up to termination of employment.

I agree to surrender the card(s) immediately upon request of the Procurement Card Administrator or upon separation from the district

Signature

Date

Budget Manager's Signature
Required for secretaries & individual cards

Date

P-Card Administrator

Date