

**RIVERVIEW SCHOOL DISTRICT NO. 407
DISTRICT ISSUED PROCUREMENT CARD**

MEMORANDUM OF UNDERSTANDING

I understand the Riverview School District No. 407 has authorized my use of a district procurement card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow:

- ◆ I will use the procurement card issued to me only for the payment of authorized expenses on behalf of my location.
- ◆ I will not use the procurement card to obtain cash advances.
- ◆ I will not allow usage of the procurement card by an unauthorized individual.
- ◆ I will not use the procurement card for personal use or for any non-district purpose.
- ◆ I understand the procurement card shall not be used for the following: salaries/wages, donations to charity and unauthorized travel expenses as per the District Travel Policy.
- ◆ I understand purchases per transaction are limited to an amount that is mutually agreed upon with Business Services and will not exceed the pre-authorized procurement card limit.
- ◆ I understand the credit limit will be set by Business Services and may be adjusted to an amount mutually agreed upon with Business Services.
- ◆ I understand that I will obtain my supervisor's approval prior to purchase.
- ◆ I understand all receipts must be signed.
- ◆ I understand that I will be responsible for the timely submission of all receipts to Accounts Payable.
- ◆ I understand that I am responsible to identify with a description and serial number any items which are to be included in the district's inventory system to Property Management.
- ◆ I will surrender the procurement card to the Business Services in the event of my transfer or separation of service from the district.
- ◆ I will immediately report any stolen or lost procurement card to the Accounts Payable.

(Over)

- ◆ I understand that any charges against the procurement card not properly identified or not allowed by the district shall be reimbursed by check, United States currency, or salary deduction. I further understand, in compliance with RCW 42.24.115(3), that any disallowed charges which are not repaid before the procurement card billing is due and payable, that the district shall have a 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 I 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 to the above conditions will result in cancellation. 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 use of any procurement card issued and upon such revocation shall not be liable to any cost subsequently charged to the procurement card.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

NAME

TITLE and LOCATION

SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

PROCUREMENT CARD # ASSIGNED:	CARD LIMIT: \$ _____
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