

ATTACHMENT A

**WEST VALLEY SCHOOL DISTRICT #208
PROCUREMENT CARD CARDHOLDER AGREEMENT**

I understand that West Valley School District #208 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.

1. I will use the card issued to me only for the payment of authorized expenses on behalf of my Department/School.
2. I will not use the card to obtain cash advances.
3. I will not allow use by an unauthorized individual.
4. I will not use the card for personal use or for any non-district purpose.
5. I understand that I will be responsible for the submission of each credit slip and/or itemized receipt for each transaction to central administration office in a timely manner (within 24 hours).
6. If I have a card issued in my name, I will surrender the card to the Central Administration Office in the event of my transfer, separation of service from the District, or recall of card by the District.
7. I will immediately report any stolen or lost card to the Central Administration Office.
8. I will immediately report any stolen or lost card to the issuing bank and then to the Central Administration Office.
9. I understand that any charges against the procurement card not properly identified or not allowed by the District shall be paid by me. I will pay such charges by check, United States currency, or salary deduction. I further understand, in compliance with RCW 42.24.115, that for any disallowed charges which are not repaid before the credit card billing is due and payable, 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 credit card. I further understand that any employee who has been issued a card 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 violation of the above conditions will result in cancellation of the card. Misuse of the card could result in discipline and/or personal liability for dishonored charges.

The District shall have the unlimited authority to revoke use of any procurement card issued and upon such revocation shall not be liable for any cost subsequently charged to the card.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

Printed name

School/Department

Title/position

Date

Signature

Superintendent or Designee Approval