

2022 – 2023 Credit Card Check-Out Agreement

I understand that Toppenish School District #202 has authorized my use of a District credit 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 as noted below.

1. **I will not use the card for personal use or for any non-district purpose.**
2. I will ensure purchases are properly authorized and in compliance with federal, state, and local procurement laws by ensuring there is an approved purchase order in place prior to making a purchase.
3. I will use the card issued to me only for the payment of authorized expenses on behalf of my Building/Department.
4. I will not use the card to obtain cash advances.
5. I will not allow use by an unauthorized individual.
6. I understand the card shall not be used for the following: salaries or wages, gifts (including flowers or gift certificates), donations to charity, personal services, room service, meals while in travel status, etc.
7. I understand that I will be responsible for the submission of all **itemized** credit card receipts along with the card to Building/Department Office Staff.
8. If I have a card issued in my name, I will surrender the card to the District Business Manager in the event of my transfer, separation of service from the District, or recall of card by the District.
9. I will immediately report any stolen or lost card to the District Business Manager (509-865-8145).
10. I understand that any charges against the credit card not properly identified or non-district purchases shall be paid by me and shall be cause for disciplinary action or termination of employment. 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 HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS:

Employee Printed Name

Primary Building Location

Employee Signature

Date