

Colusa Unified School District

PROCUREMENT CARD CARDHOLDER AGREEMENT

Cardholder: _____

Prior to the issuance of a procurement card, the cardholder must read the following information and verify acceptance with the terms and conditions that have been established for this program:

1. I understand that this card may only be used for official business and will not be used for any unauthorized or personal purchases. If the card is used for personal purposes, the cardholder shall reimburse the District upon demand of the District.
2. This card will not be provided for use to any other individual. The cardholder is the only individual authorized to use the card.
3. The cardholder is responsible for the card's safekeeping. Fraudulent use of the card, lost or stolen cards must be reported immediately. The U.S. Bank phone number is available 7 days a week, 24 hours a day for reporting lost or stolen card, 1-800-344-5696. The District Office must be informed of these incidents to properly update all file records.
4. It will be the responsibility of the cardholder to submit all receipts for each transaction immediately to the District Office. It is the responsibility of the cardholder to ensure that all of the appropriate paperwork is forwarded to the District Office within 2 business days following the transaction.
5. The cardholder will promptly notify the vendor to resolve any disputed charges.
6. Acknowledgment of Liability – I understand that I will be held personally liable for any unauthorized purchases.
7. My procurement card can be canceled if any terms of this agreement are violated.
8. I agree to surrender the card immediately upon retirement, termination, or upon request of the superintendent or authorized designee.
9. Failure to follow the above policies and procedures is cause for disciplinary action.

I certify that I have received a copy of the Colusa Unified School District "Procurement Card Procedures" and will abide by these established guidelines as an authorized cardholder. I understand that the failure to follow these policies and procedures would be cause for disciplinary action.

Signature: _____ Date: _____