

BALDWIN COUNTY BOARD OF EDUCATION LEA PURCHASING CARD AGREEMENT

Cardholder's responsibilities for use of the purchasing card:

1. The cardholder agrees to use the card exclusively for the purchases specified in this agreement.
2. The cardholder agrees to use the card for local purchases (pick-up) only. *(The use of purchasing cards for Internet orders, telephone orders, mail-in orders, lay-a-ways, confirmations, guarantees, and other charges made to the purchasing card **prior to** receipt of the materials, supplies, equipment or other items purchased is prohibited.)* **Local School Exception:** *Student related travel with pre-approval from CSFO; however, Principal must ensure that a non-public fund source is available to cover unforeseeable situations, i.e. airfare paid but trip cancelled.*
3. The cardholder agrees to use the card for registration and hotel expenses relating to the Board's approved travel policies.
4. The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the card.
5. The cardholder agrees to inform merchants that purchases with the card are exempt from Alabama sales tax.
6. The cardholder agrees to reimburse Baldwin County Board of Education or the Local School, whichever is applicable, for purchases that are determined to be unallowable, not supported with an itemized receipt, or for Alabama sales tax charged to the card.
7. The cardholder agrees to adhere to Baldwin County Board of Education's guidelines for purchasing cards.
8. The cardholder agrees that card purchases are limited to the cardholder only. The card is to be used only by the employee named on the card *or designated school personnel for cards issued to applicable schools.*
9. The cardholder understands that purchases of \$500 or more must first have an approved purchase order in place (items must be allowable). An exception to this rule is hotel expenses that exceed \$500.
10. The cardholder understands that purchasing card privileges may be suspended upon failure of the cardholder to follow the terms of this agreement.
11. **The cardholder understands that the use of the purchasing card for anyone's personal use is subject to criminal prosecution.**
12. **Applicable supervisor/coordinator/executive staff will determine when card privileges should be suspended.**
13. **A check must be sent to Baldwin County Board of Education or the local school, whichever is applicable, within the month of the cardholder violation(s).**
14. **Local Schools Only:** *The cardholder agrees to adhere to established field trip policies and procedures for school-related travel expenses for extra-curricular and/or academic activities.*

I acknowledge receipt of card and agree to the purchasing card agreement and procedures.

Cardholder

Date

Supervisor/Principal

Date