

OLYMPIA SCHOOL DISTRICT

MOU – ACCEPTABLE USER AGREEMENT

District-Issued Procurement Card

IMPORTANT — AUDIT NOTICE

District credit card transactions are subject to examination by the Washington State Auditor's Office.

I understand the Olympia School District has authorized my use of a district procurement card for authorized expenditures on its behalf. In accepting and using the card, I agree to be bound by the terms and conditions that follow.

30-DAY RECONCILIATION REQUIREMENT

All credit card purchases must be reconciled within 30 days of the purchase date. The reconciliation must include the required documentation, including an original, itemized receipt showing what was purchased and the total amount charged to the card.

Employees will use the following questions to determine reasonable and necessary costs:

REASONABLE AND NECESSARY COSTS

- Does the district really need this item/service?
- Is the expense targeted to a valid programmatic/administrative need?
- Is this the minimum amount we need to spend to meet our needs
- Do we have the capacity to use what we are purchasing?
- If we were asked to defend this purchase, would we be able to?
- Did we pay a fair price?

Please review and agree to each condition by checking the box next to each item.

1. Card Use, Documentation & Reconciliation

- ☐ I understand I am responsible for providing original, itemized receipts for all charges against this card promptly after purchase. Documentation MUST show what items were purchased and the total amount charged to the card.
- ☐ I understand that all credit card purchases must be reconciled within **30 days** of the purchase date. Failure to complete the reconciliation within this time limit may result in suspension of card use and/or other action by the District.
- ☐ I acknowledge that not providing necessary receipts or other required documentation may result in suspended use of the card.
- ☐ I will use the card only for the payment of authorized expenses on behalf of the District, which include supplies, dues, registrations, and pre-approved travel costs. OSD Employee Travel Procedures apply, and travel request forms should be fully approved prior to expenses being incurred.
- ☐ I will not use the credit card for personal use, any other non-district purpose, or to inappropriately benefit non-OSD personnel.
- ☐ I understand that purchases must not exceed limits imposed by my supervisor or ASB Governance.
- ☐ I will not use the card to obtain cash advances.

2. Travel, Meals & Fuel

- ☐ I will not use the credit card to cover meals when I am traveling for my job or professional development. Meals are reimbursed at per-diem rates through expense reimbursements as a final step in the travel approval process.
- ☐ I will ensure food/meal purchases for a group, meeting, or on-site training are completed in compliance with the District's Group Meal policy, including applicable per-diem amounts.
- ☐ I will not purchase fuel for my own vehicle or a district vehicle when I am traveling for my job or professional development. Fuel for a district vehicle used for out-of-district travel must have an associated approved travel request. Fuel for a personal vehicle is reimbursed through mileage. When a district vehicle is in use, the vehicle includes a credit card, usually in the glove box. Purchasing fuel with the credit card for a pre-approved rental car is permitted.

3. Technology & Digital Resources

- ☐ I will not use the card for a single technology item costing \$40.00 or more.
- ☐ I will ensure that digital downloaded content is saved to a district device. Contact the Technology Department with questions.
- ☐ I will obtain approval prior to the purchase of digital subscription services through the digital resource procedures detailed on <https://www.osd.wednet.edu/osd-digital-resource-procedures>

4. Purchasing, Shipping & E-Commerce

- ☐ I understand that all purchases must be shipped to an Olympia School District entity/address (e.g., building address). Shipments should **never** be made to a personal address. Violation may result in the purchaser being required to repay the District for the total order.
- ☐ I understand that orders from the following E-Commerce vendors must be completed via Skyward, not directly through the vendor's website: Staples, Office Depot, Dell, Grainger, Amazon, KCDA, Home Depot Pro, Really Good Stuff, Waxie, Childcraft, Frey, Sax, School Specialty, and SportsTime.
- ☐ I will avoid transactions that require a credit card processing fee.

SECURITY — CARD INFORMATION

I understand that credit card information (e.g., credit card number, expiration date, or CVV) must be protected and will not be stored or recorded via autofill, digital wallet, email, handwritten note, or other means for later use.

5. Card Custody, Security & Loss/Fraud

- ☐ When a card is checked out for temporary use, I understand the card must be returned to the card custodian promptly after purchasing.
- ☐ I will surrender the card to the Business Office upon request.
- ☐ **I will immediately report any stolen or lost card to 360-596-6120. Immediate notification allows the District to mitigate loss or fraud.**

6. Purchase Card Excluded Uses

The following uses are excluded from the District-issued procurement card:

- Unapproved travel expenses.
- Splitting expenses to circumvent purchasing policies (\$10,000 or greater).
- Cell phones (pre-approved only).
- Consultant/contractual services without an approved purchase order.
- Drugs, alcohol, gambling, gift cards, or Cash Advances.

ASSET-TAG NOTE

Equipment over \$500 must be given an asset tag per Technology.

7. Internet Purchases

- Avoid purchases through links received in unsolicited emails or text messages.
- Use only secure websites utilizing encrypted connections (HTTPS).
- Ensure that websites comply with applicable privacy and security standards.
- Make sure that you always have the opportunity to exert control over your data (storage for future purchases, access and modification of your data, etc.). The site should provide these selections.
- If an unauthorized charge is discovered, immediately notify the program manager in Business Services.

8. Direct Purchases

- Maintain line of sight on the card when actively in use.
- Do not allow any vendor to record the card number for future use.
- Verify security seals on card readers before inserting/swiping the card.
- Ensure that a receipt is provided and the totals match what was charged to the card before leaving the premises.

9. Phone Purchases

- Phone purchases should ONLY be paid based on an invoice provided.
- Contact vendors for payment through verified contact information.
- Record the name of the staff taking the payment.
- Opt out of card data being saved with a vendor if offered.

10. Disallowed Charges & Card Privilege

IMPORTANT — PERSONAL RESPONSIBILITY FOR DISALLOWED CHARGES

I understand that any charges against the card not properly identified or not allowed by the District must be paid by me. I further understand that, in compliance with RCW 42.24.115, any disallowed charges not repaid before the card billing is due will result in a lien against and a right to withhold any and all funds payable to myself by the District up to an amount of the disallowed charges plus interest. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding.

I understand and agree that I am responsible for complying with the District's Procurement Card Policy 6212, Procedure 6212P, and the requirements of this MOU. Failure to comply may result in corrective action, including

repayment of any funds determined to have been used inappropriately, up to and including the loss of district-issued procurement card privileges.

User Initials: _____

11. Acknowledgment & Electronic Signature

READ BEFORE SUBMITTING

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

By submitting this agreement, I agree to comply with the conditions above.

Do you agree to comply with the conditions above? YES

If you do not agree, please do not submit this form. Contact the Business Office with questions.

Electronic Signature Statement

Pursuant to the Uniform Electronic Transaction Act, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature verifies acknowledgement of the binding legal effect of the electronic signature.

Employee First / Middle / Last Name	_____
Today's Date	_____
Credit Card Custodian	_____
Who is your Credit Card Custodian?	_____
Custodian Position	(Building Administrative Assistant)

QUICK REFERENCE — ITEMS THAT REQUIRE SPECIAL ATTENTION

30 days	Reconcile every credit card purchase within 30 days of the purchase date.
\$40.00	Single technology items costing \$40.00 or more may not be purchased with the card.
\$500	Equipment over \$500 must receive an asset tag per Technology.
\$10,000+	Any expenditures of \$10,000 in aggregate and over must complete a Contract Face Sheet
Immediately	Report a lost or stolen card, or an unauthorized charge, immediately.
Skyward	Use Skyward—not the vendor website—for the listed E-Commerce vendors.