

Red Bluff Joint Union High School District

Employee Credit Card Agreement

_____ Cal-Card

_____ Home Depot

Congratulations! You have been granted the privilege of having a Red Bluff High School District credit card. Your participation in the credit card program is a convenience that carries responsibilities along with it. Although this card is issued in your name, it is RBJUHSD property and must be used with good judgement. **By signing this agreement, you acknowledge that you understand and will comply with all of the school guidelines, as listed below.**

I, as an authorized and approved cardholder have been trained and fully understand and agree to the following terms and conditions regarding the use and safekeeping of the credit card entrusted to me:

1. I accept full personal responsibility for the safekeeping of the credit card assigned to me, and that absolutely no one, other than me, is permitted to use the credit card assigned to me. All charges download as a "receivable" and therefore are ONLY associated directly to the cardholder.
2. I will be making financial commitments on behalf of RBJUHSD and will obtain fair and reasonable prices following school purchasing policy.
3. When I use my credit card, I understand that these purchases will result in a "receivable" against me and I am responsible for repayment of any of these charges deemed not allowable when submitted for repayment. I further understand that any unallowable amount must be repaid to the district within 30 days after the expense has been filed.
4. I will not use the credit card for non-school related expenses, unauthorized purchases, or for personal use.
5. I will immediately report any theft or loss of my credit card to Tara Snider at the District Office at (530) 529-8701
6. I understand that I cannot use the credit card as a financial reference to obtain personal credit cards or loans.
7. I understand that I will not make a purchase without first receiving an approved and signed purchase order.
8. I understand that I am personally responsible for obtaining **ALL** original detailed receipts and submitting them with the monthly statement.
9. **I will follow the procedures as follows:** Once receiving the monthly statement folder, I will list the requisition number next to each line item, have them in order and return to the district in the provided folder within 5 days.
10. I understand that any purchases made by me will be recorded and reviewed in management reports, to ensure compliance with credit card guidelines.
11. I understand that failure to follow any of the above listed terms and conditions or if found to have misused the credit card in any manner may result in:
 - a. Revocation of the privilege to use the credit card.
 - b. Disciplinary action
 - c. Termination of employment, and/or criminal charges being filed with the appropriate authority.
12. I agree to surrender the credit card immediately upon request or upon termination of employment for any reason.

I, _____ hereby accept the above terms and conditions and acknowledge receipt of the credit card.

Date

Date

Cardholder (Printed Name)

Authorizer (Printed Name)

Signature

Signature

