

CARDHOLDER AGREEMENT

By accepting and using a District purchasing/credit card, I agree to the following conditions of use and understand that violations may result in repayment, loss of privileges, discipline up to termination, and/or referral to law enforcement.

1) Authorized Business Use Only.

I will use the card solely for authorized District business and will obtain required pre-authorization for each transaction.

2) Custody and Security.

I will not lend, share, or allow anyone else to use the card. I will not store or save the card number in browsers, vendor profiles, or on any device. I will protect the card at all times and immediately report loss, theft, or suspected compromise.

3) Pre-Authorization and Documentation.

I will obtain a pre-authorization reference number via the ERP or card portal for each transaction. I will upload an itemized receipt and brief business purpose within three (3) business days of the charge.

4) Prohibited Transactions.

I will not split purchases to avoid thresholds; I will not purchase software/apps/subscriptions or memberships without prior approval and required data-privacy agreements; I will not make personal purchases of any kind.

5) Limits and Controls.

I will abide by my assigned per-transaction and monthly limits, merchant-category code blocks, and vendor allow/deny lists. I will cooperate with monthly statement reconciliation and respond promptly to Business Office inquiries.

6) Return and Closure.

I will return the card immediately upon request, reassignment, suspension, or separation. I understand that the District may close my card account at any time.

Acknowledgment.

I have read Policy 706.01 (Purchasing Procedures) and 706.01-R (Administrative Regulation), understand the requirements, and agree to comply fully.

*must be approved by August 1 of the current school year.

Cardholder Name: _____ Position: _____

Card Last 4: _____ Department/Building: _____

Signature: _____ Date: _____

Approved: **11-10-2025**

Reviewed:

Revised:

