

SCOTLAND COUNTY SCHOOLS PROCUREMENT CARD EMPLOYEE AGREEMENT/ENROLLMENT FORM

COMPLETE ONLY SECTIONS I. AND II. TO REQUEST A PROCUREMENT CARD

Section I.

I, _____, hereby request a Procurement Card. As a holder of the Card, I agree to comply with the following terms and conditions regarding my use of the Card.

I understand that I am being entrusted with a valuable tool – and will be making financial commitments on behalf of the Scotland County School System. I pledge to strive to obtain the best value for Scotland County Schools.

I understand that Scotland County Schools is liable to Bank of America for all charges made on the Card.

I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand that Scotland County Schools' Director of Finance and Lead Bookkeeper will audit the use of this Card and report and take appropriate action on any discrepancies.

I agree to return the Procurement Card to the Card Administrator if requested to do so for any reason, upon terminating employment with Scotland County Schools or transferring to another school/department within Scotland County Schools.

If the Card is lost or stolen, I agree to notify the Scotland County Schools Finance Office and Bank of America (1- 888-449-2273 or 1-866-329-6262) immediately.

Section II.

PRINCIPAL/DEPARTMENT HEAD SIGNATURE	SCHOOL/DEPARTMENT	DATE
X		
EMPLOYEE/CARDHOLDER SIGNATURE	EMPLOYEE ID #	DATE

Section III.

I have received training and received a copy of the established Procurement Card Procedures and understand the requirements for the Card's use.

I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions up to and including termination.

Card Receipt: Card Account Number _____
Date Issued to Cardholder _____
Cardholders Signature **X** _____
(serves as acknowledgement of credit card and training)

Chief Financial Officer Signature	Date
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