

**MARYVILLE R-II SCHOOL
Purchasing Card Agreement**

District staff authorized by the superintendent may make purchases with district credit or purchasing cards. In addition, district cards may be temporarily issued to a staff member who is traveling, when authorized by the superintendent, to efficiently pay for and document travel expenses. The following rules apply to the use of district credit or procurement cards:

1. All purchases made with a district card must be attributed to the appropriate budget code and must conform to the Board-adopted budget.
2. All purchases must receive approval from the building principal or other appropriate supervisor responsible for the budget code from which the purchase is made. Employees needing supplies or services will present requests to the building principal or appropriate supervisor. Regardless, no purchase will be made without approval from the superintendent or designee.
3. Any employee using a district card shall sign out the card unless it is issued directly in their name.
4. All charges, including meals, must be verified with itemized receipts.
5. District cards will not be used for purchases that would circumvent bidding required by law or district policy.
6. District cards will not be used to purchase personal items, unauthorized items or items that do not benefit the district.
7. Only district employees may use the credit card.
8. All employees issued a district card must take all reasonable measures to protect the card against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent or designee immediately.
9. The individual issued the district card may be financially responsible for any unauthorized purchases and may have these charges deducted from their paycheck.
10. District employees will surrender all district cards before leaving the district and upon demand by the district.
11. Examples of inappropriate expenditures of district cards include:
 - a. Personal items
 - b. Cash advances
 - c. Building repairs
 - d. Telephone calls or cellular phone charges
 - e. Medical Services
 - f. Legal services
 - g. Alcoholic beverages
 - h. Tobacco products
 - i. Gasoline for a privately owned vehicle
 - j. Leaving gratuity that exceeds 20 percent

Signature: _____ Date: _____

Printed: _____