

PURCHASING

I understand that the use of district credit/procurement cards is a privilege for the convenience of district employees. I have been informed of the district rules and restrictions on the use of credit/procurement cards, and I agree to follow those rules. I understand and agree to only use district credit/procurement cards for authorized district expenses. I will not use district credit/procurement cards to make any purchase that exceeds \$1,000 or charge more than \$1,000 a month without prior written authorization from the superintendent or designee.

I will take all reasonable measures to protect district credit/procurement cards against damage, loss, misuse and theft. I will not allow any other person to use the cards provided to me. I will report fraud, theft or misuse to the superintendent or designee immediately. I will surrender all credit cards upon completion of my employment with the district or upon demand by the district.

I understand that failure to follow district rules regarding credit/procurement cards could lead to loss of the privilege of using the district's cards, discipline or termination, and that the district will also seek restitution for any loss.

Signature	Title	Date
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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: December 20, 2006

Revised:

Boonville R-I School District, Boonville, Missouri