



Sylacauga City Schools

College Career Community

PURCHASING CARD AGREEMENT

- 1. The cardholder agrees to use the card exclusively for classroom instructional support.**
- 2. The cardholder agrees to reimburse the Board for purchases that are determined to be unallowable expenditures or to obtain other funds for the expenditure.**
- 3. The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the card.**
- 4. The cardholder agrees to reimburse the Board for purchases made with the card that are not supported by a receipt with an itemized listing.**
- 5. The cardholder agrees to inform merchants that purchases with the card are exempt from Alabama sales tax and further agrees to reimburse the Board for sales tax charged to the card.**
- 6. The cardholder agrees to reimburse the Board for purchases in excess of the card limit or to obtain other funds for the excess expenditures.**
- 7. The cardholder agrees to adhere to the board guidelines for purchasing cards.**
- 8. The cardholder understands that purchasing card privileges may be suspended upon failure of the cardholder to follow the terms of this agreement.**
- 9. The cardholder understands that the use of the purchasing card for anyone's personal use is subject to criminal prosecution.**
- 10. The cardholder agrees to allow the Board and card administrator use of his/her social security number for the sole purpose of the purchasing card program.**
- 11. The cardholder agrees to bear the cost of replacing lost or stolen cards.**
- 12. The cardholder agrees to complete a monthly purchase log and to reconcile purchases to the monthly statement.**

The teacher shall turn in the purchasing card to his/her building principal on the first school day following April 15. Individual teacher balances remaining may be expended using purchase orders by individual teachers.