

I understand that Bellingham Public Schools has authorized my use of a district procurement card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the following terms and conditions:

- I will use the card(s) issued to me only for the payment of authorized expenses on behalf of the district.
- I will not use the card(s) for salaries, wages, cash advances, personal services, consultants, gifts, gift cards, donations, employee meals and vehicle expenses incurred during travel, and Amazon purchases.
- I understand that I will be responsible for the timely submission of all original itemized and detailed receipts.
- In the event of my transfer or separation from employment, I will immediately notify and surrender, to the Finance Department, cards issued to me.
- I will immediately report any lost or stolen card to the Finance Department
- I understand that the district shall be paid by the employee incurring the charges. I further understand, in compliance with RCW 42.24.115, that if any disallowed charges are not repaid before the procurement card billing is due and payable, that the district shall

to examination by the Finance Department and by the State

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- The district shall have unlimited authority to revoke approval to use any procurement card issued and upon revocation shall not be liable for any charges subsequently incurred.
- I agree to use the procurement card in accordance with Policy and Procedure 6212 and will not exceed the purchase thresholds unless previously authorized by the Finance Department:

Elementary	\$1,000	\$5,000
Middle	\$1,000	\$7,000
High	\$2,000	\$10,000
ASB	\$5,000	\$20,000

Procurement Card User Agreement Signature Log

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By signing below, I acknowledge that I have read, understand and agree to comply with the conditions listed on