

CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the following

credit card: _____
(Type of credit card) (Credit card number)

I understand that improper use of this card may result in disciplinary action, as outlined in the Board Policies, Administrative Regulations and District Employee Handbook, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached District credit card policies (BP _____ and AR _____).

I acknowledge receipt of BP _____ and AR _____ and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the District and that the District will be liable to _____ (NAME OF CREDIT CARD COMPANY) for all charges made on this card.

I will strive to obtain the best value for the District when purchasing merchandise and/or services with this card.

As a holder of this District card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Business Service Office or his/her designee, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. The District shall be entitled to pursue legal action, if required, to recover the cost of unauthorized purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(Chief Business Officer)

Accounting Department use only:

Date _____ Credit Limit approved \$ _____

Signature _____
(Chief Business Officer)