

## CREDIT CARD AND CREDIT ACCOUNT USE AGREEMENT

I agree to the following statements concerning the use of district credit cards or credit accounts:

- I have read Board Policy 6423 and the District Credit Card and Account Procedures and agree to the terms and conditions stated therein.
- I understand that credit cards/accounts are to be used for official school business only.
- I understand that pursuant to ORC Section 2913.21, knowing misuse of a credit card is a first degree misdemeanor.
- I will not permit the credit card/ account authorization issued to me to be used by any other individual.
- I understand that I cannot use the credit card/ account for personal items or services and that any misuse may lead to disciplinary action, including but not limited to revocation of card/account user privileges and termination. I will reimburse the Board for any improper or fraudulent use of the card/ account by me and for any fees, including legal fees, connected to the collection of those charges.
- I will follow the established procedures for making purchases, submitting receipts and verifying charges. I understand I am solely responsible for ensuring the delivery of goods and services from vendors.
- I will notify my supervisor and treasurer/CFO immediately of vendor disputes.
- I will notify my supervisor and treasurer/CFO immediately if a card has been lost or stolen.
- I understand my card/account user privileges may be terminated at any time for any reason. I will surrender any card or account authorization upon request of the treasurer/CFO or upon my separation from employment with the Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

Approvals:

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer/CFO

\_\_\_\_\_  
Date