

**Individual Procurement Card Use Agreement**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Waterloo Community School District, Blackhawk County, Iowa (hereinafter the "District"), and \_\_\_\_\_, residing at \_\_\_\_\_ (hereinafter the "Employee").

**WHEREAS**, by this Agreement the Employee has been entrusted with a procurement credit card ("P-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the District; and **WHEREAS**, the Employee agrees to abide by the terms and conditions of the P-Card as set forth herein.

**NOW, THEREFORE**, consideration of the mutual covenants and conditions set forth herein, it is agreed by the District and the Employee as follows:

1. The Employee hereby agrees to immediately return the P-Card to the District upon request.
2. The Employee shall not use the P-Card for the purchase of any goods or service that is not authorized by the terms of this Agreement or by the direct written approval of Michael L. Coughlin, Chief Financial Officer ("P-Card Administrator").
3. Employee shall submit receipts and such other reasonable documentation of goods or services purchased as written in Policy 409.5-R.
4. Employee shall promptly review P-Card transactions on the Spend Dynamics website for accuracy and shall immediately notify the P-Card Administrator of any errors, omissions or discrepancies.
5. **Employee authorizes direct payroll deduction as stated in policy # 409.5-R.**
6. Employee shall immediately notify the Bank of Montreal ("Bank") in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at 888-267-7838. Employee shall also immediately notify the P-Card Administrator of possible loss, theft, or unauthorized use of the Card.
7. Attached herewith and incorporated by reference herein is policy #409.5 and #409.5-R and the P-Card Usage Instructions that sets forth the authority and express limits of authority of Employee's use of the P-Card.
8. Utilization of the P-Card must be within annual budget parameters and consistent with applicable Board policies and procedures.
9. The P-Card may not be utilized to circumvent State and District competitive bid laws and policies.
10. This Agreement may not be modified in anyway without the approval of the District.

Transaction Limit \_\_\_\_\_ Monthly Limit \_\_\_\_\_

Account to be charged \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement the day and year first above written.

WATERLOO COMMUNITY SCHOOL DISTRICT

By: \_\_\_\_\_  
Superintendent or P-Card Administrator Date

EMPLOYEE: \_\_\_\_\_  
Printed Name

By: \_\_\_\_\_  
Signature Date

ADOPTED: 6/5/08  
Reviewed: 5/2/13, 5/7/15, 8/12/20