

**GRANBURY
I.S.D.**

**EMPLOYEE PROCUREMENT CARD
AGREEMENT**

I, _____, hereby request a Granbury ISD Corporate Procurement Card. As a cardholder, I have read, understand and agree to comply with the Granbury ISD Purchasing Card Policies and Procedures.

1. I understand that I am being entrusted with a valuable tool, the corporate procurement card. I will be making financial commitments on behalf of The District. I will obtain the best value for Granbury ISD by using the card wisely and with discretion.
2. I agree to use this card for official approved purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and in appropriate disciplinary action which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the card administrator.
3. Policy violations include, but are not limited to:
 - Purchasing items for personal use or non-district business purposes
 - Exceeding card transaction dollar limits or monthly limits
 - Using the card for travel-related expenses without authorization
 - Failure to turn the card over to the card administrator when appropriate
 - Failure to submit proper documentation (receipts) within 5 days of each purchase
 - Allowing the card to be used by someone else
4. I agree to return the card immediately upon request or upon termination of employment (including retirement and resignation). Should I be transferred, qualify for extended leave or undergo an organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately and arrange for a new one as may be appropriate.
5. I agree that if the card is lost or stolen, I agree to immediately notify Citi-Bank and the Granbury ISD Program Administrator verbally and in writing.

Specific Uses or Restrictions: _____

Employee Signature/Campus/Department

Date

Supervisor Signature/P-Card Administrator

Date

Transaction Limit: \$_____ Monthly Limit: _____ Annual Limit: \$_____

Submit to P-Card Administrator for Authorization