

PARKWAY SCHOOL DISTRICT

BUSINESS PURCHASING CARDHOLDER AGREEMENT

Name of Cardholder: _____	Cardholder School: _____
Department Name/Title: _____	Cardholder's Phone Number: _____
Supervisor's Name & Title: _____	Supervisor's Phone Number: _____

In exchange for the mutual consideration set out herein, the Cardholder agrees to accept responsibility for the protection and proper use of the Business Purchasing Card (BPC) in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting itemized receipts from the vendor for each transaction as designated under the District policies and procedures. Failure to report or document any purchase may be deemed an improper use of the BPC.
2. If the card is lost or stolen, Cardholder shall notify the Program Card Administrator immediately and UMB Bank.
3. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the proper use of the BPC.
4. The Parkway School District, as an agency of the state of Missouri, is exempt from Missouri sales and use tax. It is the **Cardholder's responsibility** to notify the merchant prior to the purchase that Parkway School District is tax exempt. The cardholder will be responsible for getting any erroneous sales tax removed or they will be liable for those expenses.
5. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card for such improper use (such issuer shall be a third party beneficiary under this agreement), other than improper use of the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the BPC may be cause for disciplinary action by the District including termination and/or reimbursement of funds and that improper use of the BPC may subject Cardholder to criminal prosecution.
6. Cardholder understands that should his/her employment with the District terminate for any reason, the BPC must be returned to the Program Card Administrator. Cardholder understands that the District may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that the District may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.

7. Cardholder understands that the use of the BPC is for the purchase of commodity and non-inventory capital items only, subject to individual card limitations on expenditures for use in official District business. The following items may not be purchased with the BPC, however, the list is not all inclusive:

Personal items	Alcoholic beverages
Cash advances	Tobacco products
Building construction or repair services	Gasoline for a privately owned vehicle.
Telephone calls or cellular phone charges	Leaving a gratuity that exceeds 20 percent
Medical services	Gift cards
Legal services	

If in doubt that a purchase is authorized under this agreement through the use of the BPC, Cardholder understands that he/she should seek approval from the Program Card Administrator. Such approval presumes the proper use of the BPC.

8. Failure to turn in receipts and improper Missouri sales tax charges will result in the following card suspensions:

- I. 1st offense – 30 day card suspension
- II. 2nd offense – 3 month card suspension
- III. 3rd offense – 6 month card suspension
- IV. 4th offense – Card indefinitely suspended

9. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the BPC; has received, read and understands the District's Business Procurement Card Manual; and has read and understands this agreement.

Cardholder Signature: _____ Date: _____

APPROVALS

Approval: Print Name: _____ Title: Superintendent/Principal/Dept. Administrator

Signature: _____ Date: _____

Approval: Print Name: _____ Title: Program Card Administrator

Signature: _____ Date: _____

Limit Per Purchase: _____

Cycle Credit Limit: _____ (not to exceed without authorization)