

McFarland School District

Procurement Card/Site Card Issuance Form

The McFarland School District is pleased to present you with a Purchasing Card or use of a site card. It represents McFarland School District's trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

I acknowledge receipt of the Purchasing Card Procedure Manual and confirm that I have read and understand the terms and conditions. I agree I will promptly review and reconcile my Purchasing Card Transactions as outlined in the Purchasing Card Manual (if applicable).

I understand that the McFarland School District is liable to the card issuer for all charges against this card.

I agree to use this card for McFarland School District approved purchases only and agree not to charge personal purchases. I agree to immediately indemnify the McFarland School District for any improper or unauthorized purchases and for all cost and expenses (including attorneys' fee and expenses) incurred by the District in recovering improper or unauthorized expenditures.

I understand the McFarland School District will audit the use of this card and report any discrepancies. I understand that I am responsible for correcting any discrepancies found. I further understand that improper use of this card may result in appropriate disciplinary action.

I understand that the McFarland School District may terminate my right to use this card at any time and for any reason. I agree to return the card to the McFarland School District immediately upon request or termination of my employment.

Employee Signature

Business Office Approval

Print Name

Supervisor Approval

Date

Witnessed by: _____

Date: _____