



BALDWIN COUNTY BOARD OF EDUCATION REGION'S PURCHASING CARD AGREEMENT

Cardholder's responsibilities for use of Region's Purchasing Card:

1. The cardholder agrees to use the card exclusively for the purchases specified in *this* agreement.
2. The cardholder agrees to use the card for local purchases (pick-up) only with the following exclusions for school operations only:
 - a. *Airfare for student-related travel or staff professional development with pre-approval from CSFO. Meals/Incidentals will follow reimbursement process with applicable per diem based on BCBE's approved travel policies.*
 - b. *Online subscriptions, i.e., approved instructional software.*
 - c. *Sam's Club/Wal-Mart Online orders for delivery and/or pickup. (The use of purchasing cards for Internet orders, telephone orders, mail-in orders, lay-a-ways, confirmations, guarantees, and other charges to vendors **excluding Sam's Club/Wal-Mart Online orders** prior to receipt of the materials, supplies, equipment, or other items purchased is prohibited.) .*
3. The cardholder agrees to use the card for registration and hotel expenses relating to the Board's approved travel policies.
4. The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the card and to complete a Purchasing Card Approval Form.
5. The cardholder agrees to inform merchants that purchases with the card are exempt from Alabama sales tax.
6. The cardholder agrees to reimburse the applicable school for purchases that are determined to be unallowable, not supported with an itemized receipt, or have Alabama sales tax charged to the card.
7. The cardholder agrees to adhere to Baldwin County Board of Education's guidelines for purchasing cards.
8. The cardholder agrees that card purchases are limited to the cardholder only. **The card is to be used only by the designated school personnel for which a signed agreement is on file.**
9. The cardholder understands that the purchasing card may only be used for purchases of \$500 or more when there is an approved purchase order (items must be allowable). Exceptions include **allowable** purchases of \$500 or less and if hotel expenses, relating to approved travel, exceed \$500.
10. The cardholder understands that purchasing card privileges may be suspended upon failure of the cardholder to follow the terms of this agreement.
11. The cardholder understands that the use of the purchasing card for anyone's personal use is subject to criminal prosecution.
12. Applicable supervisor/coordinator/executive staff will determine when card privileges should be suspended.
13. A check must be sent to the applicable school within the month of the cardholder violation(s).
14. The cardholder agrees to adhere to established field trip policies and procedures for school-related travel expenses for extra-curricular and/or academic activities.

I acknowledge receipt of card, and I agree to the purchasing card agreement and procedures.

Printed Staff Name

Staff Signature

Date

Principal Signature

Date