

JENKS PUBLIC SCHOOLS: P-CARD USE AGREEMENT

AGREEMENT made this ___ day of _____, 20____, between the **BOARD OF EDUCATION** for **JENKS PUBLIC SCHOOLS**, Jenks, Oklahoma (hereinafter the "Board"), and _____, residing at _____ (hereinafter the "**Employee**").

WITNESSETH:

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 Board; and

WHEREAS, the Employee agrees to abide by the terms and conditions of the P-Card as set forth herein.

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

1. The Board hereby issues the Employee P-Card No. _____.
2. The Employee hereby agrees to immediately return the P-Card upon request.
3. The Employee shall not use the P-Card for the purchases of any goods or services that are not authorized by the terms of this Agreement or by the direct written approval of the Jenks Chief Financial Officer, Superintendent or P-Card Administrator.
4. The Employee shall periodically submit original receipts and such other reasonable documentation of goods or services purchased as requested by Accounts Payable.
5. The Employee shall promptly review monthly P-Card transaction statement for accuracy and shall within seven (7) days of receipt of the statement; notify Accounts Payable of any errors, omissions or discrepancies in the statement.
6. The Employee shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (800) 361-3361 or by fax notice to the bank at (888) 224-5393. The Employee shall also immediately notify the Jenks P-Card Administrator, the Director of Purchasing or designee of possible loss, theft, or unauthorized use of the Card.
7. Attached herewith and incorporated by reference herein is a Statement of Authority of P-Card use that sets forth the authority and expresses limits of authority of the employee's use of the P-Card.
8. The Employee shall immediately indemnify the Board of any improper or unauthorized expenditure and for any and all costs and expenses (including attorney fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the employee.
9. This Agreement may not be modified in any way without the approval of the Board of Education.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year dated above.

By: _____
Chief Financial Officer/Dir. of Purchasing or Accounting

Employee: _____