

**Jenks Public Schools
P-Card Terms of Revocation Form**

As an authorized user of the P-Card, I understand that I am the only person authorized to make purchases with the P-Card issued to me; and that such purchases must be in connection with my employment with, for the benefit of, and authorized by Jenks Public Schools.

I understand that purchases of the following items constitute misuse of the P-Card and may include the revocation of my privileges as a P-Card holder or other action.

Misuse of the P-Card includes the following:

- Alcoholic beverages/Tobacco
- Cash Advances or ATM's
- Classroom textbooks (except by Curriculum)
- Clothing (exempt for athletics)
- Copier Supplies (toner and staples are included in the copier contract)
- Flowers (exempt for graduation decorations)
- Gift Certificates, Gifts and seasonal greeting cards
- Logo giveaway items (calendars, pens, clocks), etc.
- Office decorations for personal offices
- Purchases made by someone other than the cardholder
- Personal Purchases
- Purchases from multi-level marketing companies (Tupperware, Amway, Discover Toys, etc.)
- Sales Tax
- Splitting transactions to avoid P-Card or other policy established limits
- Other unacceptable uses as identified by Jenks Public Schools Policy & Procedures.

If the P-Card is misused in any way by me, I hereby agree to personally pay Jenks Public Schools all amounts incurred for such misuse.

Name of Cardholder _____ Date _____

Cardholder's Signature _____

NOTE: In addition to the above consequences for misuse of the P-Card, fraud or other dishonesty involving the P-Card or District funds, or failure to pay to Jenks Public Schools any amount incurred by the cardholder's misuse, Jenks Public Schools retains the sole right and discretion to take further action, whether in the form of disciplinary action, up to and including termination of employment, and/or legal prosecution, subject to applicable law.