

**Jenks Public Schools
P-Card Receipt Acknowledgement**

I acknowledge that I received my P-Card on the date indicated below. I have previously received a copy of the policy and procedures manual explaining my responsibilities and the proper use of the card. I understand that:

The P-Card is to be used solely for business purchases, not personal purchases.

I am responsible for reconciliation of monthly statements and maintaining accurate accounting records.

Should my employment with Jenks Public Schools terminate for any reason, I am responsible for returning the P-Card Administrator.

P-Card Number _____

Employee Signature _____

Employee Name _____

Date _____

P-Card Return Acknowledgement

I acknowledge that the P-Card issued on the date indicated below, to the above named employee was returned to the Purchasing Department.

P- Card Administrator _____

Date _____

Please forward a copy of this form to the cardholder and Department Head.