

PURCHASING CARD AGREEMENT

The Winston County Board of Education Purchasing Card is issued for you to purchase goods as outlined. These cards are provided as a convenience to you in order to make the performance of your job more efficient and effective. However, it is important that the cards are used as intended and that the accounts are handled responsibly. The following procedures regarding use of these cards must be followed. Any misuse of the card or failure to comply with this process will result in immediate cancellation of the card.

A. General Guidelines:

1. You must sign the Purchasing Card agreement prior to being issued the Purchasing Card. This agreement acknowledges your acceptance of all the processes and procedures in this agreement.
2. Violation of this agreement will result in cancellation of the card.
3. The cardholder agrees to use the card exclusively for classroom instructional support.
4. The cardholder agrees to reimburse the Board for purchases that are determined to be unallowable expenditures or to obtain other funds for the expenditure.
5. The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the card.
6. The cardholder agrees to reimburse the Board for purchases made with the card that are not supported by a receipt with an itemized listing.
7. The cardholder agrees to inform merchants that purchases with the card are exempt from Alabama sales tax.
8. The cardholder agrees to reimburse the Board for sales tax charged to the card.
9. The cardholder agrees to reimburse the Board for purchases made in excess of the card limit or to obtain other funds for excess expenditures.
10. The cardholder understands that the use of the purchasing card for anyone's personal use is subject to criminal prosecution.
11. The purchasing card will not be used for Internet orders, layaways, confirmations, guarantees, or other charges which would be prior to receipt of the materials purchased.
12. The cardholder understands that the items purchased with the purchasing card must be received before payment is made.

B. Billing Process

1. Local school bookkeepers will submit requisitions to encumber the total amount authorized based on budgets approved at the local school level prior to the expenditure of funds. A purchase order will be generated by the Central Office based on the requisition and kept open until the full amount of the purchase order is expended.

