



## **Teacher Card Agreement**

### **Fiscal Year 2021**

Winston County Board of Education teacher cards are issued as a convenience for you to purchase instructional materials and supplies. It is important that teacher cards are used only as intended. As such, the following procedures regarding use of teacher cards must be followed. Any misuse of the teacher card or failure to comply with the procedures outlined below will result in immediate cancellation of the card.

#### **A. General Guidelines:**

1. The cardholder agrees to use the card exclusively for instructional materials and supplies (See Alabama Code 16-1-8.1).
2. The cardholder agrees to reimburse the Board by personal check or certified check for purchases that are determined to be unallowable expenditures, or to obtain other funds for the expenditure.
3. The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the teacher card, and will reimburse the Board by personal check or certified check for purchases made with the teacher card that are not supported by a receipt with an itemized listing.
4. The cardholder agrees to inform merchants that purchases with the teacher card are exempt from Alabama sales tax and agrees to provide the merchant with Board tax exemption information, or the cardholder must pay the sales tax themselves and only charge the product total to the teacher card.
5. The cardholder agrees to reimburse the Board by personal check or certified check for sales tax charged to the teacher card.
6. The cardholder understands that the use of the teacher card for anyone's personal use is subject to criminal prosecution. Any such purchases must be reimbursed to the Board by personal check or certified check. The Board may initiate disciplinary procedures against any cardholder who uses the card for personal use.
7. In the event that incorrect charges or errors have occurred, the cardholder agrees to cooperate with the bookkeeper and/or Central Office staff until the issues are resolved.
8. The cardholder agrees to inform the bookkeeper and principal immediately if the card is lost or stolen.
9. The cardholder understands that teacher card privileges will be forfeited upon failure to follow the terms of this agreement.

#### **B. Billing Process**

1. Teachers will have three (3) business days after a purchase to return receipts to the school bookkeeper. Only original receipts are acceptable.
2. Teachers will sign all receipts and complete a receipt log that includes the cardholder name, receipt date, vendor, and receipt amount for monthly reconciliation purposes.
3. Once per week, school bookkeepers will verify that all receipts received match what is included on the receipt log, and will forward the log to the principal for signature and approval. Once approved by the principal, all receipts and receipt log will be forwarded to the Central Office for reconciliation.
4. The teacher card may remain with the teacher after all funds are expended. Upon resignation or termination, the cardholder agrees that teacher cards and receipts must be turned in to the bookkeeper prior to the employee receiving his/her final paycheck.

5. The last day to make purchases using the teacher card will be August 13, 2021. All teacher cards and receipts must be returned to the Central Office no later than August 18, 2021. Any funds remaining after this date may be expended using the purchase order process.

By my signature below, I acknowledge receipt of the teacher card, and I understand and agree to all procedures outlined in this agreement.

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder Printed Name

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date