**School District of Okaloosa County**

MIS 5433

6/17

**Finance Department**

**Cardholder Agreement – Internal Funds Site Purchasing Card**

|  |  |
| --- | --- |
| School Name: |  |
|  |  |
| Employee Name: |  |
| Date of Training: |  |

I agree to the following regarding the use of the Internal Funds Site Purchasing Card assigned to me for official School Board business only.

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitment on behalf of the Okaloosa County School Board and the above listed school and will strive to obtain the best value.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
3. I will follow Florida Law, School Board purchasing policies, Internal Manual guidelines, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
4. I have been provided a copy of the Internal Funds Site Card User Guidelines and understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
5. I agree to review and reconcile transactions timely and will maintain all applicable information and receipts.
6. I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment. I will also reimburse the Okaloosa County School Board for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the Board may be deducted from any money which would otherwise be due and owing me, including salary or wages.

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| Employee’s Signature |  | Date |

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|  |  |  |  |  |
| Trainer’s Name (Printed) |  | Trainer’s Signature |  | Date |