



# Merrill Area Public Schools

1111 N. Sales Street

Merrill, WI 54452

715.536.4581

Fax 715.536.1788

www.mapsedu.org

**\* Student Achievement \* Community Partnership \* Future Success \***

*Shannon M. Murray, Superintendent of Schools*

## PROCUREMENT CARD USE AGREEMENT

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the **SCHOOL BOARD** OF the **MERRILL AREA PUBLIC SCHOOL DISTRICT**, Wisconsin (hereinafter the "Board"), and

\_\_\_\_\_

### WITNESSETH:

**WHEREAS**, by this agreement the Staff Member has been entrusted with a procurement card (hereinafter the "P-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board: and

**WHEREAS**, the Staff Member agrees to abide by the terms and conditions of the P-Card as set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Staff Member as follows:

1. The Board hereby issues the Staff Member P-Card # \_\_\_\_\_
2. The Staff Member hereby agrees to immediately return the P-Card upon request.
3. The Staff Member shall not use the P-Card for the purchase of any goods or services that are not authorized by the terms of this agreement or by the direct written approval of the Director of Finance or Superintendent.
4. Staff Member shall submit receipts and such other reasonable documentation of goods or services purchased as prescribed by or requested by the Director of Finance or Superintendent.
5. Staff Members shall promptly review and submit to their Principal/Supervisor the monthly P-Card transaction statement for accuracy within three (3) days of receipt of the statement. Staff member will immediately notify Accounts Payable Clerk or Director of Finance of any errors, omissions, or discrepancies in the statement.
6. Staff members will submit the statement along with attached receipts and Record of P-Card Purchases to the principal/supervisor for approval.
7. Staff Member shall immediately notify the bank in the event of a possible loss, theft or unauthorized use of the P-Card by notifying the Bank by phone at (800) 361-3361 or



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by fax notice to the Bank at (888) 224-5394. Staff Member shall also immediately notify the Director of Finance of possible loss, theft or unauthorized use of the P-Card.

8. Staff Member shall immediately indemnify the Board of any improper or unauthorized expenditure and for any and all costs and expenses (including attorney's fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Staff Member.

9. No gift cards or ATM cash withdrawals may be purchased with a P-Card.

10. Purchases should be made for budgeted items.

11. Use of this P-Card shall be for business purposes, and not for personal, family or household purposes (non-business purposes). Any unauthorized or improper purchase may result in termination of P-Card privileges and will require Staff Member to reimburse the Board by check or payroll deduction within 30 days of transaction date for said recovery.

12. Gross misconduct in the use of this P-Card will result in disciplinary action up to and including termination of employment.

13. This agreement may not be modified in any way without the approval of the Board.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

By Authority of the School Board:

Staff Member

Mark Powell - Director of Finance

\_\_\_\_\_  
NAME (printed)

\_\_\_\_\_  
Signature