

Black Butte School District 41

Code: **DJFA-AR(2)**

Revised/Reviewed: 10/01/13

District Credit User Agreement

I, _____, hereby acknowledge that I have read the Black Butte School District Credit Card Policies and Procedures agreement and understand the terms and conditions.

I understand that improper use of this card may result in disciplinary action, as well as personal liability for any improper purchases. As a card user, I agree to comply with the terms and conditions of this agreement, including the attached Credit Card Policies and Procedures agreement.

I will strive to obtain the best value for the District when purchasing merchandise and/or services with this card.

As a user of this District card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the District Office within 24 hours after completing transactions. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the District will be entitled to reimbursement from me of such purchases. The District shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Card User Signature

Date

District Clerk Signature

Date

Accounting Department use only:

Date _____

Amount approved \$ _____

District Clerk Signature