

# p-Card Program USER AGREEMENT

Gallatin Gateway School

<b>Employee Name</b>		<b>Position Title</b>	
<b>p-Card Number</b>	XXXX XXXX XXXX _ _ _ _	<b>Date of Card Issuance</b>	

As an employee of Gallatin Gateway School District and as an Authorized p-Card User, I understand and agree to the following agreement made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the GALLATIN GATEWAY SCHOOL, hereinafter “DISTRICT” and (hereinafter the “Authorized User”).

I have been entrusted with a payment credit card (“p-Card”) for use in the purchase of goods and services solely and exclusively for the authorized purposes of the DISTRICT; and agree to abide by the terms and conditions of the p-Card as set forth herein and as set forth in Board policies and the p-Card Procedure Manual. The designation as an Authorized User is assigned based on current responsibilities and may be revoked or revised if responsibilities change, as identified by the Superintendent.

1. This p-Card may only be used to for job-related expenses.
2. The Authorized User shall not use the p-Card for the purchase of any goods or services which are not authorized by the direct written approval of the Superintendent supported with an approved purchase order.
3. Use of this card will be limited as put forth by Board policy, administrative regulations, procedures and direct supervisory oversight. Limits may include but not limited to approved merchants, daily or monthly expense limits, per transaction amounts, and type of transaction (such as internet, telephone or fax transactions).
4. The Authorized User hereby agrees to immediately return the p-Card upon request.
5. The Authorized User shall submit original detailed receipts and such other reasonable documentation of goods or services purchases as requested by the Business Office.
6. The Authorized User must immediately notify the Bank and the District Business Office in the event of a possible loss, theft, or unauthorized use of the Card. The Bank should be notified by phone at (800) 361-3361. The District Business Office should be contacted at (406) 763-4415 ext. 36 or fisher@gallatingatewayschool.com.
7. The Authorized User shall immediately indemnify the DISTRICT for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys’ fees and expenses) incurred by the DISTRICT in recovering improper or unauthorized expenditures by the Authorized User.
8. In addition to reimbursement and recovery of costs in Paragraph 7, above, use of the card for improper or unauthorized purchases will subject the cardholder to loss of card privileges, employee discipline up to and including dismissal and criminal prosecution.
9. I acknowledge that I have received the p-Card Procedure Manual, and understand that it is my responsibility to read and comply with such and any revisions or updates made to it.

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

<b>Employee Signature</b>		<b>Date</b>	
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<b>District Authorized Signature</b>		<b>Date</b>	
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