

**MT. PLEASANT PUBLIC SCHOOLS BOARD
PURCHASING CARD
CARDHOLDERS AGREEMENT**

Introduction

Mt. Pleasant Public Schools Board has entered into an agreement with JPMorganChase that provides qualified employees with a MasterCard Purchasing Card at company expense to purchase low cost materials and services. Using the Purchasing Card benefits the Company and Cardholder through:

- Promptly paying our suppliers
- Reducing overall processing costs
- Decentralizing purchasing responsibility

The policies contained in this agreement and in the supplemental Purchasing Card User Cardholder Guide must be followed by Cardholders as guidelines for conducting MT. PLEASANT PUBLIC SCHOOLS business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

Card Member Definitions: Purchasing Cards are issued at the discretion of the Mt. Pleasant Public Schools to qualified employees.

Ownership and Cancellation of the Purchasing Card: The Purchasing Card remains the property of JPMorganChase. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. JPMorganChase may suspend or cancel Cardholder privileges at any time for any reason.

The Cardholder will surrender the Purchasing Card upon request to Mt. Pleasant Public Schools or any authorized agent of JPMorganChase. Use of the Purchasing Card or account after notice of its cancellation may be fraudulent and may cause JPMorganChase to take legal action against you.

Spending Limits: Each Purchasing Card has a pre-set spending limit, which may not be exceeded under any circumstances. The Purchasing Card should be used whenever and wherever possible for charging low cost materials or commodities (Including shipping and handling). **NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PURCHASING CARD.**

Purchasing Card Abuse: Abuse of the Purchasing Card will result in revocation of the Card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Exceeding your card's credit line limit
- Using the Purchasing Card for travel and entertainment purposes (unless given prior permission)
- Failure to return the Purchasing Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group

Usage

For additional specific usage guidelines, the Purchasing Card Cardholder must refer to the supplemental Purchasing Card User Cardholder Guide which is distributed with the Purchasing Card and by this reference is incorporated and made a part of this agreement.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the Purchasing Card is used. Each month, the Cardholder will receive an activity report in the form of a memo statement. Individual transaction receipts are to be attached to this monthly activity report and submitted to the Cardholder's supervisor for review and approval. Following supervisor approval, the activity report and receipts must be forwarded to the accounts payable department for review, payment and audit.

Protecting the Mt. Pleasant Public Schools Purchasing Card

The Purchasing Card is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping:

Sign the Purchasing Card immediately upon receipt. When the expiration date is passed and/or after you have received a new Purchasing Card, cut the old Purchasing Card in half and return to card administrator. Make sure the Purchasing Card is returned to you after each charge and verify that the returned Card has your name on it. Carbon sheets should be retained and destroyed.

Lost/Stolen Purchasing Cards:

If the Purchasing Card is lost or stolen, contact JPMorganChase's 24-hour toll free number at 1-800-316-6056. The Cardholder is also required to contact the Mt. Pleasant Public Schools Card Administrator.

The undersigned Cardholder applicant and supervisor request that a Mt. Pleasant Public Schools Purchasing Card be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

X _____
Applicant **Date**

X _____
Supervisor **Date**

Applicant and Supervisor - Complete Application on reverse and retain one copy each of Agreement/Application.

Forward this Agreement to your Mt. Pleasant Public Schools Card Administrator in the Business Office.

**MT. PLEASANT PUBLIC SCHOOLS
EMPLOYEE PURCHASING CARD AGREEMENT**

X I, _____ hereby request a JPMorganChase/Mt. Pleasant Public Schools MasterCard Card Corporate Purchasing Card. As a cardholder, I have read and understand the MT. PLEASANT PUBLIC SCHOOLS **Purchasing Card** User Cardholder Guide. I agree to comply with the **Purchasing Card** policies and procedures contained in the User Cardholder Guide and the following terms and conditions regarding my use of the card.

1. I understand that I am being entrusted with a valuable tool, the Purchasing card. I will be making financial commitments on behalf of Mt. Pleasant Public Schools. I will obtain the best value for MT. PLEASANT PUBLIC SCHOOLS by using the card wisely and with discretion.
2. I agree to use this card for official approved purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and in appropriate disciplinary action, which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the card administrator.
3. Policy violations include, but are not limited to:
 - Purchasing items for personal use or non-MT. PLEASANT PUBLIC SCHOOLS business purposes
 - Exceeding card transaction dollar limits or monthly limits
 - Using the card for travel-related expenses, unless I have received prior permission
 - Failure to turn the card over to the card administrator when appropriate
 - Failure to submit proper documentation with each monthly statement
 - Allowing the card to be used by someone else
1. I agree to return the card immediately upon request or upon termination of employment (including retirement and resignation). Should I be transferred, qualify for extended leave or undergo an organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately and arrange for a new one as may be appropriate.
2. If the card is lost or stolen, I agree to immediately notify JPMORGANCHASE and the MT. PLEASANT PUBLIC SCHOOLS card administrator verbally and in writing.

X _____ X _____ X _____ X _____
Employee Signature Date Building Tribal Grant Number

X _____ X _____ _____ _____
Supervisor Signature Date Card Administrator Date

Transaction Limit: \$ _____ Monthly Limit: \$ _____

Submit to Card Administrator for Authorization

