



Purchasing Card Form

Form 7220-20A

Approved: 28-July-2016
Date Amended: 21-Oct-2016

EMPLOYEE ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS

For Use of the School District No. 52 (Prince Rupert)

PURCHASING CARD

I, _____, hereby acknowledge receipt of the School District No. 52 (Prince Rupert) Purchasing Card issued by BMO. I acknowledge that this card has been issued to me to make School District purchases in the course of my regular duties. I fully understand that purchases made using this Card are to be as authorized by the School Principal or Department Administrator within School District policy and the spending authorization limits listed below. I will not make any unauthorized/personal charges on the Card.

I shall undertake to protect the Card and the Card account number and realize that it is for my personal use on behalf of the School District only, and is not to be divulged to any other person except a supplier with whom I am transacting business on behalf of the School District. I shall protect the Purchasing Card account at all times to prevent unauthorized use. Should the Purchasing Card be lost, stolen, suspended, or compromised in any manner, I shall immediately advise BMO and the Secretary-Treasurer.

Furthermore, I understand that this Card is the property of the School District, assigned to me on behalf of my school or department, and that in the event of willful or negligent default of these obligations, the School District shall take recovery action, deemed appropriate, that is permitted by law. This Card must be returned immediately to the School District upon request of the Secretary-Treasurer. Upon transfer or termination of employment, I acknowledge that I must:

- Reconcile outstanding charges on the account; and
- Immediately return the Purchasing Card to the Secretary-Treasurer.

Printed Name: _____

Cardholder Signature: _____

Date: _____

Location: _____

Card Number: _____

Cardholder Limitations:

1. Per purchase dollar limit is \$ _____
2. Monthly card credit limit is \$ _____
3. Card has been signed and activated _____