

**ACKNOWLEDGEMENT OF ACCEPTABLE USE GUIDELINES
FOR ISSUED CREDIT CARDS FOR PICKAWAY COUNTY
EDUCATIONAL SERVICE CENTER**

The Governing Board recognized the efficiency and convenience afforded the day-to-day operations of the District through the use of credit cards. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and the policies of this Governing Board. Therefore, the Governing Board authorized the use of credit cards in the following manner under Board Policy DJH:

1. Any merchant pre-approved by the Treasurer and any other credit card issued in the Pickaway County Educational Service Center name shall only be used for approved school related activities.
2. Any purchases made must have an approved purchase order prior to charging items to the charge card. District Purchasing Policy is enforced.
3. Under no circumstances shall personal expenses of any kind or alcoholic beverages be charged to the credit card.
4. The individual utilizing the credit card is responsible for any amount charged on the card in excess of the approved purchase order.
5. If the card is lost or stolen, notify the Treasurer immediately.
6. Credit card must be returned to the Treasurer immediately after purchase.
7. After each transaction, the receipt and a credit card expenditure form must be completed and returned to the business office immediately upon completion of the transaction. Credit Card will be returned immediately to Treasurer.
8. Failure to turn in credit card receipts timely may result in the charges being deemed unrelated or unsubstantiated.
9. The employee assigned a credit card shall be responsible for any unsubstantiated or unrelated purchases and shall make full reimbursement, including interest charges, to the school district within 30 days.

By placing my signature below, I state that I have read, understand and agree to comply with the credit card rules and limitation in this document. I further state that I understand that use of the credit card without approval by purchase order or purchases not allowed under this document is forbidden and may result in loss of credit card purchases and an obligation to reimburse the district for all cost in connection with the expenditure.

Employee Signature

Date

PO Number _____ Approved Amount _____ Card # _____
The employee received a copy of this letter. _____ Employee's Initials