

**CADDO PARISH SCHOOL BOARD
PROCUREMENT CARD
CARDHOLDERS AGREEMENT**

Introduction

Caddo Parish School Board has entered into an agreement with JPMC that provides qualified employees with a MasterCard Procurement Card at company expense to purchase low cost materials and services. Using the Procurement 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 Procurement Card User Manual must be followed by Cardholders as guidelines for conducting CPSB business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

Card Member Definitions: Procurement Cards are issued at the discretion of the Caddo Parish School Board to qualified employees.

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

The Cardholder will surrender the Procurement Card upon request to Caddo Parish School Board or any authorized agent of JPMC. Use of the Procurement Card or account after notice of its cancellation may be fraudulent and may cause JPMC to take legal action against you.

Spending Limits: Each Procurement Card has a pre-set spending limit which may not be exceeded under any circumstances. The Procurement 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 PROCUREMENT CARD.**

Procurement Card Abuse: Abuse of the Procurement 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 Procurement Card for travel and entertainment purposes
- Failure to return the Procurement Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate designated personnel.

Usage

For additional specific usage guidelines, the Procurement Card Cardholder must refer to the supplemental Procurement Card User Manual which is distributed with the Procurement 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 Procurement Card is used. Each month, a Cardholder activity report in the form of a memo statement will be received. Individual transaction receipts will be attached to this weekly activity report, reconciled, and approved by the Cardholder. This Cardholder approved statement will then be submitted to the Cardholder's supervisor for review and approval. Following supervisor approval, the activity report and receipts will be forwarded to the accounts payable department for review, payment and audit.

Protecting the Caddo Parish School Board Procurement Card

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

Validation/Safekeeping:

Sign the Procurement Card immediately upon receipt. When the expiration date is passed and/or after you have received a new Procurement Card, cut the old Procurement Card in half and dispose of it. Make sure the Procurement 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 Procurement Cards:

If the Procurement Card is lost or stolen, contact JPMC's 24-hour toll free number at 1-800 316-6056. The Cardholder is also required to contact the Caddo Parish School Board Card Administrator.

The undersigned Cardholder applicant and supervisor request that a Caddo Parish School Board Procurement 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.

Applicant Name (Print)

Applicant Signature Date

Supervisor Signature Date

Division Chief Date

Card Administrator Date

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

Individual Transaction Limit: \$ _____

Monthly Transaction Limit: \$ _____