



ACKNOWLEDGEMENT OF RECEIPT OF CREDIT CARD

To assist employees in the conduct of Columbia School District business and recording of business-related transactions, Columbia School District issues credit cards to employees.

You, _____ are being entrusted with a school district credit card. The card is being provided to assist you in paying for those materials and supplies necessary for the performance of your job.

The card is **RESTRICTED TO BUSINESS USE ONLY**. The card issued to you must be used for the purchase of those materials and supplies necessary for the performance of your job. You may not use the card for personal purchases.

FAILURE TO FOLLOW REQUIREMENTS. Inappropriate use of the card includes but is not limited to: use of the card without authorization, misuse of the card in any way, giving false or misleading information, and loss or theft of the card due to employee gross negligence.

ACKNOWLEDGEMENT. I acknowledge receipt of the card and was provided an opportunity to ask questions of a knowledgeable designate regarding the appropriate use of the card. I confirm that I have read and understand the above requirements and agree to comply with the procedures.

District credit cards must never be used for fueling private vehicles.

Employee
Signature _____

Employee
Name _____

Reason for card checkout including destination and length of trip/purchase:
