



Purchasing Card Agreement (Employee)

Spartanburg County School District Six is pleased to present you with a Bank of America Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect district's assets.

I, _____, hereby acknowledge use of a **Spartanburg County School District Six** Purchasing card. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Purchasing card procedures.

I acknowledge receipt of said Agreement and confirm that I have read and understand the terms and conditions. I understand that **Spartanburg County School District Six** is liable to Bank of America & the Card Issuer (Visa/Mastercard) for all charges.

I agree to use this card for approved purchases only and agree not to charge personal items. I have read the procurement procedures and the procurement card procedures and fully understand the terms and conditions. I understand that **Spartanburg County School District Six** will audit the use of this card and report any discrepancies. I further understand that improper use of this card may result in disciplinary action against me, up to and including termination of employment. Should I fail to use this card properly, I authorize **Spartanburg County School District Six** to deduct from my salary an amount equal to the total of any discrepancy. I also agree to allow **Spartanburg County School District Six** to collect any amounts owed by me even if **Spartanburg County School District Six** no longer employs me including any legal costs.

I understand that **Spartanburg County School District Six** may terminate my right to use the purchasing card at any time for any reason. I agree to return the card to **Spartanburg County School District Six** immediately upon request or upon termination of employment.

Employee Signature:

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Spartanburg County School District Six Officer Approval:

Signature: _____

Date: _____

Print Name: _____

Phone: _____