

CARDHOLDER AGREEMENT

Exhibit – Cardholder’s Statement Affirming Familiarity with Requirement for Using District Credit and/or Procurement Cards

Cardholder’s name

Cardholder’s address

Position

Name of individual who authorized issuance of card

I affirm that I am familiar with the Board’s policy on using credit and procurement cards, that I understand my responsibilities regarding use of such cards, and that I agree to adhere to all requirements regarding such cards. **I understand that the purchase of alcoholic beverages or other unapproved items is prohibited.** I acknowledge, with the exception of restaurants, that taxes are also prohibited and it will be my responsibility to get the charges reversed, if necessary.

Cardholder’s signature

Date

I provided a copy of this Statement along with a copy of the Board policy 4:55, *Use of Credit and Procurement Cards*, to the cardholder who signed this statement

Office personnel

Date

ADOPTED: October 10, 2009

REVISED: July 2, 2020