

Operational Services

Exhibit - P-CARD USE AGREEMENT

AGREEMENT made this _____ day of _____, , between the BOARD OF EDUCATION of Kankakee School District # 111, Kankakee, Illinois (hereinafter the "Board"), and _____ residing at _____ (hereinafter the "Staff Member").

WITNESSETH:

WHEREAS, by this Agreement the Staff Member has been entrusted with a procurement credit card ("P-card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

WHEREAS, the Staff Member agrees to abide by the terms and conditions of the P-Card as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Staff Member as follows:

1. The Board hereby issues the Staff Member P-card No. _____.
2. The Staff Member hereby agrees to immediately return the P-card upon request, including but not limited to termination of employment.
3. The Staff Member shall not use the P-card for the purchase of any goods or services that is not authorized by the terms of this Agreement or by the direct written approval of the Assistant Superintendent of Business Services or Assistant Director of Business Services.
4. The Staff Member shall not use the P-card for the purchase of any goods or services for personal use with the intent of paying the District back for such goods or services.
5. The Staff Member shall **immediately** submit original receipts and such other documentation of goods or services purchased to the Accounts Payable Clerk. The Staff Member may keep a copy of the receipts to match up with monthly statement. *(Failure to submit receipts immediately shall be cause to revoke Staff Member's card.)*
6. The Staff Member shall promptly review the monthly P-card transaction statements for accuracy and shall within three (3) days of receipt of the statement, notify the Assistant Director of Business Services or Accounts Payable Clerk of any errors, omissions or discrepancies in the statement.
7. The Staff Member shall immediately notify the Assistant Superintendent or Assistant Director of Business Services in the event of a possible loss, theft, or unauthorized use of the Card. If the Staff Member cannot contact the Assistant Superintendent or Assistant Director of Business Services immediately, the Staff Member will notify BMO/Harris Bank by phone at 800-361-3361 or by fax notice to 888-224-5394.

8. Attached herewith and incorporated by reference herein is a Statement of Authority of P-card use that sets forth the authority and expresses limits of authority of the Staff Member's use of the P-card.
9. The Staff Member's improper use of the P-card and failure to abide by the terms and conditions of this Agreement shall constitute a cause for disciplinary action, including removal and termination.
10. The Staff Member shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fee and expenses) incurred by the Board in recovering improper and unauthorized expenditures by the Staff Member.
11. This Agreement may not be modified in any way without the approval of the Board.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written and the Staff Member has received a copy of this Agreement.

BOARD OF EDUCATION OF KANKAKEE SCHOOL DISTRICT # 111

By: _____
Assistant Superintendent of Business Services

Staff Member

Developed: April 6, 2009

