

Miller Creek Elementary School District

CARDHOLDER AGREEMENT

As a District Cal-Card holder, I agree to the following conditions regarding the use of my Cal-Card:

1. I have reviewed the Miller Creek Elementary School District's Cal –Card Supporting Documentation Requirements and agree to abide by the procedures contained therein. I acknowledge that use of the card for any purpose other than District approved business expenditures is prohibited and is grounds for corrective action, up to and including termination and/or criminal charges.
2. I understand that by using the Cal-Card, I will be making financial commitments on behalf of Miller Creek Elementary School District and that the District will be liable for all charges made with the card. The District will not be responsible for any charges made on the Cal-Card that are found to be unauthorized, inappropriate, undocumented, or violate District Policy and I agree that I am solely responsible for such charges and will reimburse the District upon demand for any charges arising from such misuse.
3. I agree to use this card only for actual and necessary business expenditures incurred by me and only by me as the Cardholder, in accordance with the Miller Creek Elementary School District's Cal-Card Program Guide and all business policies related to the use of District funds. I understand that this card is not to be used to bypass the regular purchasing process.
4. I will strive to obtain the best value for the District when purchasing merchandise with the Cal-Card and plan ahead when possible to utilize regular purchasing channels when purchasing high dollar/high quantity orders.
5. I understand the District will monitor and audit the use of my Cal-Card.
6. I agree to return my Cal-Card, as defined in the Cal-Card Program Guide, immediately upon the request of the Cal-Card Program Administrator, my Supervisor, or upon separation from the District. Designated District representatives reserve the right to cancel the Cal-Card Program at any time without prior notification.
7. If the card is lost or stolen, I will immediately notify the issuing bank and the Cal-Card Administrator. I understand that failure to do so could make me responsible for any fraudulent use of the card.
8. I agree to complete my statement submittal and submit it to my Approver within the timeline set by the Approver so that statement submittals can be submitted timely to the Business Department.
9. I agree to update the Program Administrator, as defined in the Cal-Card Supporting Documentation Requirements, on any changes to my account demographic information. I understand that failure to do so may result in a hold on my account without prior notification.

Employee ID: _____ Employee Name: _____

PLEASE PRINT

Signature: _____ Date: _____