

**Mesa Unified School District #04
Corporate Card Cardholder Responsibilities and Agreement**

The Mesa Unified School District governing board delegates purchasing authority to you by your acceptance of this Wells Fargo corporate credit card. Credit card usage will be strictly limited and restricted to expenditures that require immediate payments, such as freight, fuel, travel, emergency vehicle repairs, and purchases from vendors who do not accept purchase orders (e.g., Internet purchases, etc.). The district also allows the card to be used for emergency payments.

It is important to remember that the purchases made with this card are representative of the district and you must ensure the purchases made can withstand the scrutiny of the press and public.

It is further understood that should you allow improper use of this corporate credit card disciplinary action may be used against you. Should you fail to use this card properly, you authorize Mesa Unified School District to deduct from your salary, or from any other amounts payable to you, an amount equal to the total of the inappropriate purchases. You also agree to allow Mesa Unified School District to collect any amounts owed by you even if you are no longer employed by the district. If Mesa Unified School District initiates legal proceedings to recover amounts owed by you under this Agreement, you agree to pay legal fees incurred by the district in such proceedings. It is also understood that the district may terminate your privilege to use the card at any time for any reason. You will return the card to the district immediately upon request or termination of employment.

Authorization and Issuance of Card

The governing board of Mesa Unified School District authorizes this applicant to have a district credit card and spend district funds according to district procedures. The custodian of this document will be the supervisor of budget and accounting as represented by completion of this section and issuance of the card to the applicant.

_____	Accounting Supervisor
Signature	Title
Linda Hill-Gerbitz	_____
Print Name	Date

CARDHOLDER INFORMATION: I hereby acknowledge receipt of a district card with the last four numbers on card being _____

_____	_____
Signature	Title & Department
_____	_____
Print Name	Date

- Cardholder responsibilities will be:
- o This card must be safeguarded at all times.

Mesa Unified School District #04
Corporate Card Cardholder Responsibilities and Agreement

- o You must report a lost or stolen card immediately to the banking institution at 1-877-727-4801 and call the Accounting Supervisor at 480-472-0103 within 24 hours.
- o You need to be aware that the district is responsible for all sales tax or use tax when making purchases.
- o This card is for district use only; under no circumstances will this card be used for any personal purchases. Keep this card separate from all of your personal cards.
- o All purchases made with this card must follow district procurement guidelines. Example – alcohol cannot be purchased by the district using any fund.
- o It is your responsibility as the cardholder to ensure you know the district’s procurement guidelines.
- o It is your responsibility to put the proper account code on the credit card purchase documents prior to submitting the documents.
- o It is your responsibility to turn all credit card purchase documents into the accounts payable department within two workdays.
- o Cardholder will also purchase ethically, fairly, and without conflict of interest.

Cardholder acceptance of responsibilities:

Signature	Title & Department
Print Name	Date

Cardholder needs to ensure the following steps are followed when using the card:

Requisition and purchasing process:

- 1) Requisition to original vendor/supplier entered into OBARS.
- 2) Requisition is approved at unit and management levels.
- 3) Buyer determines if use of credit card is appropriate.
- 4) Buyer amends requisition to Wells Fargo Credit Card (vendor #72248).
- 5) Buyer turns requisition to blanket or line item purchase order as appropriate:
 - (a) Vendor is Wells Fargo Credit Card;
 - (b) Buyer places credit card order with supplier;
 - (c) Buyer prints Order Confirmation and writes purchase order number on it;
 - (d) Actual supplier name and Order Confirmation number must be included on the Wells Fargo purchase order;
 - (d1) On blanket purchase order: listed in body of purchase order;
 - (d2) On line item purchase order: as “extra description” on last line of purchase order.
- 6) Copies of purchase order and Order Confirmation are sent to accounts payable department and “ship to” location within two working days.

Accounts payable process:

- 1) Receives the Wells Fargo billing statement.
- 2) Matches Wells Fargo purchase orders and supplier Order Confirmations to statement charges.
- 3) Enters the matched individual charges (listed on the credit card statement) as “invoices” in OBARS against the Wells Fargo purchase orders.
- 4) Uses the check run date for invoice number, invoice date and due date.
- 5) Description will include the actual supplier name so that tax and 1099 status may be determined.