

# ***CARDHOLDER AGREEMENT***

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## **Participating Employee Acknowledgment of Responsibilities**

By participating in the Warren Consolidated Schools Purchasing Card Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Purchasing Card Program. These responsibilities include but are not limited to the following:

1. The Warren Consolidated Schools Purchasing Card is to be used for business expenditures only. The Purchasing Card may only be used under the parameters and procedures established for the Purchasing Card Program which are detailed in the 'PNC Bank Purchasing Card Cardholder Guide'. The Warren Consolidated Schools Purchasing Card **may not** be used for any personal purpose or cash advances. Only those expenses allowable under school legal permissible expenditures are permitted.
2. The Purchasing Card will be issued in your name. By accepting the Card, you assume responsibility for the Card and will be responsible for all charges made with the Card. The Card is not transferable and **may not** be used by anyone other than you, the Cardholder.
3. The Warren Consolidated Schools Purchasing Card must be maintained with the highest level of security. If the Card is lost or stolen, or if you suspect the Card or Account Number to have been compromised, you agree to immediately notify PNC Bank at 1-800-685-4039 and the Warren Consolidated Schools Purchasing Card Administrator, Donna Stadler at 596-698-4153.
4. All charges will be billed and paid directly by Warren Consolidated Schools. On a monthly basis, you must print a statement listing all activity associated with the Card and verify that all of the transactions are valid. This activity will include purchases and credits made during the reporting period. While you are not responsible for making payments, you are responsible for the verification and reconciliation of all account activity. The reconciliation process must be completed within five business days after the cycle end date. (See details in the PNC Purchase Card Users Step by Step Guide and the Quick Reference for PNC Purchase Card Users).
5. Cardholder accounts are subject to periodic internal control reviews and audits designed to protect the interests of Warren Consolidated Schools. By accepting the Card, you agree to comply with these reviews and audits.
6. Board Policies governing Purchasing Cards can be located at [www.wcskids.net](http://www.wcskids.net) under Board of Education – Board Policy – Bylaw and Policy 6423 and Administrative Guideline 6320.01. Parameters and procedures related to the Purchasing Card Program may be updated or changed at any time. The Cardholder agrees to and will be responsible for the execution of any program changes.
7. You agree to surrender and cease use of the Card upon termination of employment. In addition, you must surrender and cease use of the Card in the event you transfer to a new position, building or department, or if you take a leave of absence. You may also be asked to surrender the Card at any time deemed necessary by the district. Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal.
8. All Cardholders agree to a payroll deduction for any personal charges that my inadvertently appear on their statement.

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By signing this document, I acknowledge that I have read and agree to the terms and conditions of the Cardholder Agreement and the Cardholder Guide. I certify that as a participating Cardholder of the Warren Consolidated Schools Purchasing Card Program, I understand and assume the responsibilities stated in the Cardholder Agreement and the Cardholder Guide.

Cardholder Guide Received/Read

Cardholder Agreement Received/Read

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Employee Signature

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Title

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Employee Name (Printed)

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Date

**Routing Information:**

Original: Donna Stadler, Accounts Systems Analyst

Copy: Cardholder