

PC-100

CARDHOLDER _____ **ADDRESS** _____

SCHOOL/DEPT. _____

**MUSCOGEE COUNTY SCHOOL DISTRICT
PROCUREMENT CARD PROGRAM
REQUEST/AUTHORIZATION AGREEMENT**

I do hereby formally request, as principal or department director, that _____ be granted a Muscogee County School District procurement card and as principal or department director I do hereby agree to assume responsibility for compliance with the following terms and conditions regarding the use of the procurement card.

1. I understand that I have been delegated the authority to make purchases on behalf of Muscogee County District and will strive to obtain the best value for the school system. The maximum amount for a single purchase/transaction will not exceed \$1,000.00. (For Activity Money)
2. I am required to safeguard the procurement card and account number at all times. If the card is lost or stolen; I agree to notify Bank of America Customer Service at 1-800-538-8788 immediately. I will also notify the MCSD Program Administrator at 706-641-4151 with written confirmation to follow within 48 hours. I understand that negligent failure to properly notify Bank of America Customer Service of the theft or loss could make me responsible for fraudulent use of the card.
3. I have read and understand the instructions for use of the procurement card and agree to comply with all instructions as set forth by the Purchasing Department.
4. I understand that willful violation of the procedures established in the instructions may result in disciplinary action such as, but not limited to, the loss of procurement card privileges, suspension or termination.
5. I will be responsible for each order processed to ensure receipt of acceptable materials, timely reconciliation of the monthly statements, and payment approval. I understand that the Financial Services Division will audit the use of the procurement card and report and take appropriate action on any discrepancies.

Signature of Cardholder

Title

Signature of Principal/Department Director

School/Department

Date