

MCPS CREDIT CARD EMPLOYEE AGREEMENT

6. All charges will be billed directly to and paid directly by the District. First Interstate Bank cannot accept any monies from User directly. Any personal charges billed to the District could be considered misappropriation of District funds.
7. The credit card is District property. User is required to comply with internal control procedures designed to protect District assets. This may include periodically being asked to produce the card to validate its existence and account number.
8. **The account statements are available online, around the 20th day of each month.** User shall resolve any discrepancies by contacting either the supplier or First Interstate Bank.
9. User agrees to submit a monthly credit card log to Kara Tortorich in the Business Building **on or before the 10th day of each month.** The monthly credit card log must include the **detailed** receipt for each transaction. If the due date falls on a holiday or weekend, the due date is the day **before** the holiday or weekend. The **“Credit Card Reconciliation Form”** is attached hereto. The credit card log requires the account code and a description of the business/educational purpose associated with the credit.
10. The credits made against the credit card will be credited to the budget code designated on the credit card transaction log.
11. User understands the credit card is not provided to all employees. The credit card may be revoked by administration at any time. User understands the card is not an entitlement nor is it reflective of title or position.

This document outlines the Users responsibilities has as a credit card holder. The Users signature indicates that User has read and understand the responsibilities, and agrees to adhere to the credit card procedures.

NAME: _____
(please print)

SIGNATURE: _____ DATE

CELL PHONE: (____) _____
(only for use by credit card fraud department)