

# Provo City School District

## Debit Cardholder Agreement

The Zions Bank debit card represents Provo City School District's trust in you. You are empowered as a responsible agent to safeguard district assets. Your signature below is verification that you have read AND agree to comply with the following responsibilities.

1. I understand the card is for district-approved purchases only, and *I will instruct employees not to charge personal purchases.*
2. Improper use of this card can be considered misappropriation of district funds. This may result in disciplinary action, up to and including termination of employment of individuals improperly using the card.
3. If the card is lost or stolen, I will immediately notify Zions Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the District Business Administration Office.
4. I agree to keep the card in safekeeping and log individual use.
5. All charges will be charged directly to the associated Zions Bank account.
6. As the card is district property, I understand that I am required to comply with internal control procedures designed to protect me and the district. This may include being asked to produce the card to validate its existence and account number as well as any supporting documents—i.e. receipts, billing statements, etc.
7. To protect the district's interests and to comply with legal audit requirements, I understand that I am responsible for collecting all register receipts related to card purchases and should turn in all receipts with a monthly reconciliation and request for funding.
8. I will receive a monthly statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the merchant or Zions Bank representatives.
9. I understand that I am responsible for meeting all reporting requirements to the district business administration office by the 15<sup>th</sup> of each month.
10. I understand the Zions Bank debit card is provided to schools on a needs basis. Use is based on the need to purchase materials for the district as related to professional duties, travel expenses are not authorized on debit card use. I understand that the card is not an entitlement nor reflective of title or position. The Superintendent and District Business Administrator reserve the right to revoke cardholder privileges at any time without cause.
11. I understand that all purchases made on the card are subject to review the district business personnel each month.

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Employee Signature

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Date

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Approving Supervisor Signature

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Date