

# Departmental Card

## Please Read Upon Checking Out:

**As a user of a Departmental Purchasing Card (P-Card), I agree to comply with the following terms and conditions regarding my use of the card:**

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of Frederick County Public Schools (FCPS) and will strive to obtain the best value for the school division by using existing school and state contract suppliers whenever possible.
2. I understand that FCPS is liable to the P-Card Provider for all charges made on the P-Card.
3. I understand that misuse of PCard and/or lack of appropriate transaction documentation could result in FCPS reclaiming charges against my assigned PCard from me by deducting the amount from my pay.
4. I agree to use the P-Card for approved purchases only and agree not to charge personal purchases. I understand that FCPS will audit the use of this card and the related management reports and take appropriate action on any discrepancies.
5. I agree not to share the card, card number or PIN with anyone other than the vendor I am doing business with. I agree that if I share the card, card number or PIN with anyone other than a vendor with whom I am doing business, FCPS will take disciplinary action as a result.
6. I will follow the established policies and procedures for the use of the P-Card. Failure to do so may result in either revocation of my use privileges or other disciplinary action, up to and including termination of employment.
7. Immediately after use, I agree to return the P-Card and proper documentation for any purchases that I make (i.e. sales receipts, packing slips, etc.) to my school or departmental reconciling official.
8. I agree that I shall not make purchases, unless I have properly signed-out the card from my school or departmental reconciling official. I further understand that I shall not record the account number and other card information for the purpose of making purchases without signing out the card.
9. If the Card is lost or stolen while I have it checked out, I will notify Bank of America at 1-888-449-2273 and my departmental reconciling official (bookkeeper/secretary) immediately.

*The school division may change these terms and conditions or its guidelines concerning the use of the P-Card and I understand that I must comply with those changes.*