

Prairie du Chien Area School District

Site Card Application/Issuance

Name: _____ School: _____

The Prairie du Chien Area School District is pleased to offer use of a site purchasing card. It represents Prairie du Chien Area School District's trust in you as a responsible agent to safeguard and protect our assets.

I understand that the Prairie du Chien Area School District is liable to the card issuer for all charges against this card.

I acknowledge receipt of the Purchasing Card Procedure Manual and confirm that I have read and understand the terms and conditions. I agree I will promptly review and reconcile my Purchasing Card Transactions as outlined in the Purchasing Card Manual (if applicable).

I agree to use this card for Prairie du Chien Area School District **approved** purchases only and agree not to charge personal purchases. I understand that alcoholic beverages, drugs, and pharmaceuticals are never allowable purchases on the purchasing card, nor is a cash advance. I agree to immediately indemnify the Prairie du Chien Area School District for any improper or unauthorized purchases and for all cost and expenses (including attorneys' fee and expenses) incurred by the District in recovering improper or unauthorized expenditures.

I understand the Prairie du Chien Area School District will audit the use of this card and report any discrepancies. I understand that I am responsible for correcting any discrepancies found. I further understand that improper use of this card may result in appropriate disciplinary action.

I understand that the Prairie du Chien Area School District may terminate my right to use this card at any time and for any reason. I agree to return the card to the Prairie du Chien Area School District immediately upon request.

I understand when making purchases that I am required to:

- 1. Get an itemized receipt and turn it into the office when returning the purchasing card. An itemized receipt includes all items that were purchased and their purchase price.**
- 2. Request that the purchase is tax exempt. The tax exempt number is on the card. If I do not have the tax removed, I will be responsible for repayment of the tax to the District.**

As an applicant of the Prairie du Chien Area School District Purchasing Card, I understand the responsibility for the protection and proper use of this card as detailed above. I understand I will be making financial commitments on behalf of the District and will strive to obtain the best value.

X _____
Applicant/ Cardholder Signature Date Signed

NOTE: Tax-exempt number shown on District Purchasing Card is not to be used for personal use.

Please send completed form to the Business Office.