



Los Angeles Unified School District
Procurement Services Group
Procurement Card Program
P-CARD HOLDER AGREEMENT

By signing below, I agree that:

- I have completed the P-Card Online Training program, and fully understand all P-Card policies and procedures.
Spending limits on my card are \$ 5,000 per transaction*
*I understand that if my location has: One card only the spending limits will be \$5,000 per transaction / \$40,000 per month or Two cards the spending limits will be \$5,000 per transaction / \$20,000 per month each
I will use the card only for authorized items and purchase only from authorized merchants.
I will use the card for official District business only and NOT for any personal transactions.
I will keep the card secure at all times, and immediately notify US Bank, the Approving Official, and the P-Card Unit of loss, theft, or fraudulent use of the card.
I will be held personally liable to the District for any unauthorized use of the card, including - prohibited items/merchants - over-limit transactions - personal use - loan of the card to any other person for any reason
I will follow reconciliation procedures found in the Procurement Manual, reconcile all transactions and attach receipts for the billing cycle by the 18th of the following month and monitor available funds balances regardless of access to the online reconciliation system.
I will use Specially Funded Program funding lines only for appropriate purchases, as defined in the Federal Guidelines (e.g., Title One funds may be used only for purchases related to literature and math), and provide a detailed description of items purchased when performing reconciliation of Specially Funded Program purchases.
I will upload and attach copy of receipt or invoice detailing the purchase to the transaction record in SAP.
I understand and agree that I must return the P-Card, cut in half, to my Approving Official or directly to the P-Card Unit, upon -transfer to another location -separation from District employment, -cancellation of card privileges
I will comply with all other policies and procedures enumerated in the Procurement Manual.
I understand that unauthorized use or misuse of the card may result in disciplinary action under applicable District procedures.

Cardholder Name: (print) _____ Location: _____ Region: _____
Signature: _____ Employee # _____ Date: _____

APPROVING OFFICIAL AGREEMENT

By signing below, I agree that:

- I have completed the P-Card Online Training program, and fully understand all P-Card policies and procedures.
I will review the accounts of all Cardholders for whom I am responsible bi-weekly, and approve or otherwise follow up on all transactions by the 21st of each month.
I will ensure that the following policies and procedures are adhered to by all Cardholders for whom I am responsible:
Cardholders will use the card only for authorized items, use only authorized merchants, use the card for official District business only and for no personal transactions.
Cardholders will keep the card secure at all times, and immediately notify US Bank, me (the Approving Official), and the P-Card Unit of loss, theft, or fraudulent use of the card.
Cardholders will be held personally liable to the District for any unauthorized use of the card, including -prohibited items/merchants -over-limit transactions -personal use -loan of the card to any other person for any reason
Cardholders will follow reconciliation procedures as described in the Procurement Manual, and reconcile by the 18th of the month.
Cardholders will use Specially Funded Program funding lines only for appropriate purchases, as defined in the Federal Guidelines (e.g., Title One funds may be used only for purchases related to literature and math), and provide a detailed description of items purchased when performing reconciliation of Specially Funded Program purchases.
Cardholders will upload and attach copy of receipt or invoice detailing the purchase to the transaction record in SAP.
Only the named Cardholder will use the card assigned to him or her. Cardholders must return the card, cut in half, to me (the Approving Official) or directly to the P-Card Unit, upon -transfer to another location -separation from District employment, -cancellation of card privileges for any reason
I agree to comply with and enforce all other policies and procedures enumerated in the Procurement Manual.

Approver Name: (print) _____ Location: _____ Region: _____
Signature: _____ Employee #: _____ Date: _____