

Policy Information

Series 4000 - Non-Instructional/Business Operation

Form - Purchasing: Purchasing Card Usage

Policy # 4310, 2.4

2023

R.3 F - 4310

Administrative Form
Non-Instructional/Business
Operations

Attachment 2

CORPORATE PURCHASE CARD AGREEMENT

The Genesee Valley BOCES is pleased to present you with a Corporate Purchase Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect company assets.

I, _____, hereby acknowledge receipt of a Genesee Valley BOCES Corporate Purchase Card. The card account number is _____. As a cardholder, I agree to comply with the terms and conditions of this Agreement and Corporate Purchase card procedures.

I acknowledge receipt of said Agreement and confirm that I have read and understand the terms and conditions. I understand that the Genesee Valley BOCES is liable to the issuing financial institution and the Card Issuer for all charges.

I agree to use this card for approved purchases only and agree not to charge personal items. I understand that the Genesee Valley BOCES will audit the use of this card and report any discrepancies to the BOCES Internal Auditor and to the BOCES Board of Education Audit Committee.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize the Genesee Valley BOCES to deduct from my salary an amount equal to the total of the discrepancy. I also agree to allow the Genesee Valley BOCES to collect any amounts owed by me even if the Genesee Valley BOCES no longer employs me.

I understand that the Genesee Valley BOCES may terminate my right to use this card at any time, for any reason. I agree to return the card to the Genesee Valley BOCES immediately upon request or upon termination of employment.

Cardholder:

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Cycle Credit Limit: _____

Activation Code: _____

Genesee Valley BOCES approval:

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Approved

9/16/09

2/15/23

Adoption Date: 9/16/2009, Revised: 2/15/23
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