



School District of Holmen Corporate Credit Cardholder Agreement

- I shall only use the School District of Holmen corporate credit card issued to me as directed by my supervisor under the provisions of the Corporate Credit Card Management Practices and this Agreement.
- I will not permit another person to use the School District of Holmen corporate credit card issued to me. Any such purchases made with my card will be considered as having been made by me, will be my responsibility, and may subject me to disciplinary actions.
- When making purchases, I agree to arrange with vendors to use the District's tax-exempt status whenever possible.
- I am aware that I may be chosen for a random audit and will cooperate fully and in a timely manner if selected.
- I will be responsible for the safekeeping of the School District of Holmen corporate credit card issued to me and, if lost or stolen, will report it immediately to BMO using the 24-hour toll-free customer service number at 1-800-263-2263. I will report the lost or stolen card to the Director of Business Services (x1302) at the onset of the next regular business day.
- I acknowledge that the corporate credit card is the property of the School District of Holmen. I agree that in the event of termination of my employment with the School District of Holmen, I will immediately deliver the corporate credit card to my Administrator/Supervisor.
- The use of the School District of Holmen corporate credit card to purchase goods or services for other than the official use of the School District of Holmen is prohibited and any violation will subject me to disciplinary action, up to and including, discharge and criminal prosecution. In addition, I agree to indemnify and hold the School District of Holmen harmless from any and all unauthorized expenses and costs, including reasonable attorney's fees incurred by the School District of Holmen due to my improper use or negligent handling of the corporate credit card.

I have read, understand, and agree to the conditions above in consideration for the issuance of the School District of Holmen BMO corporate credit card, and acknowledge receipt of said card.

Card Account Number

Cardholder Signature

Date

Cardholder Printed Name

Administrator/Supervisor Signature

Date

Director of Business Services Signature

Date