

PROCEDURES EXHIBIT: 400.37A

Fort Dodge Community School District
Employee Credit Card Agreement

I, _____, hereby acknowledge receipt of the Fort Dodge Community School District Credit Card. As a cardholder, I agree to comply with the terms and conditions for use of a credit card.

By signing this agreement I acknowledge that I understand that this card is to be used only for actual and necessary expenses incurred and approved in the performance of work-related duties. I understand that I must obtain approval for the expense, submit a detailed receipt indicating the date, purpose and description of service or item purchased, and comply in all respects with Board Policy 400.37. Failure to follow procedures will make me responsible for expenses incurred. Those expenses must be reimbursed to the school district no later than ten working days following the use of the school district's credit card. Any unauthorized purchases may be deducted from my paycheck.

Staff Signature: _____ Date: _____

Adopted: 12/15/09
Reviewed: 1/25/16
Revised: 11/11/19, 09/26/22