

HOUSTON INDEPENDENT SCHOOL DISTRICT

PROCARD CARDHOLDER CONTRACT AND AGREEMENT

By participating in the PROCARD Program as a Cardholder, you assume certain responsibilities pertaining to the operation and administration of the PROCARD Program. These responsibilities include but are not limited to the following:

- The PROCARD is to be used for HISD business purchases only. The PROCARD may only be used under the parameters and procedures established for the PROCARD Program which are detailed in The *PROCARD User's Manual*. The PROCARD may not be used for personal expenditures.
- The PROCARD will be issued in the name of an employee. By accepting the PROCARD, the employee and the fund approver for a school/department assumes responsibility for the PROCARD and will be responsible for all charges made with the PROCARD. A PROCARD issued in the name of an employee is not transferable and may not be used by anyone other than the Cardholder.
- The PROCARD must be maintained with the highest level of security. Should the card be lost or stolen, or if the Cardholder suspects the card or account number to have been compromised, the Cardholder agrees to immediately notify the bank at 1-800-316-6056 and the PROCARD Representative in Procurement Services.
- On a monthly basis, the Cardholder will receive a statement from the bank listing all activity associated with the card. While the Cardholder will not be responsible for making payments for authorized transactions, the Cardholder will be responsible for the verification and reconciliation of all account activity, which includes obtaining the proper approval for all PROCARD transactions from the fund approver.
- Cardholder accounts are subject to periodic internal control reviews and audits designed to protect the interests of HISD. By accepting the card, the Cardholder agrees to provide all information and documents requested by the internal and/or external auditors and investigators, and to otherwise comply with the requirements of these reviews and audits. Audits will be conducted on the supplier receipts, bank statements and other related documents.
- Parameters and procedures related to the PROCARD Program may be updated or changed at any time and can be accessed via the HISD portal at: www.houstonisd.org under the Procurement Department website. It is the responsibility of the Cardholder to be familiar with all district regulations and all updates related to the PROCARD Program.
- The Cardholder agrees to surrender and cease the use of the PROCARD upon request of HISD management, termination of employment whether for retirement, voluntary separation, resignation or dismissal. In addition, the Cardholder must surrender and cease use of the card in event of transfer or relocation. The Cardholder may also be required and Cardholder agrees to surrender the card at any time deemed necessary by district management.
- The Cardholder under no circumstances will use the PROCARD to make personal purchases for Cardholder or any other party. Misuse or fraudulent use of the card will result in disciplinary actions up to and including termination and Cardholder is subject to personal liability for claims and charges sustained by HISD as a result of such misuse or fraudulent use.
- The Cardholder is being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of HISD. The Cardholder shall at all times strive to obtain the best overall value for these financial commitments.
- Should the Cardholder violate the terms of this agreement and use the PROCARD for personal use or gain of Cardholder or any other party, the Cardholder agrees to reimburse the District for all incurred charges and any fees related to the collection of those charges immediately. The Cardholder agrees not to use the PROCARD as a reference to secure other personal credit cards. Any uncollected charges or cost may be withheld from any subsequent payment owed to the Cardholder by the District.
- The Cardholder agrees to strictly adhere to the policy, procedures, and purchases of prohibited items established by HISD for the use of the PROCARD. Failure to do so shall result in disciplinary and /or termination of employment actions, reimbursement and liability requirements and revocation of use privileges and/or suspension of all other methods for the acquisition of goods and services.

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- The Cardholder agrees to submit the monthly statement received from the bank as follows:

Bank statement with all transaction receipts attached

Bank statement signed and approved by Cardholder

Bank statement signed and approved by Fund Approver

All documents forwarded to the Procurement Services Department in the PROCARD envelope provided by the end of each month.

- **Fixed assets as follows CANNOT be purchased with the use of the PROCARD**

Athletic Equipment

Bins & Racks

Bookcase – All types

Cabinet – Storage

Cameras

Chair – Office – All Types

Computers/Tablets/I-Pads

Credenza – Office

Desk – Office/Teacher

Dryer – Laundry

Fax Machine

Freezer – Door

Ice Maker – Cubes

Lab Equipment

Microscope

Music Instruments

Podium

Refrigerator - Door

Risers

Shredder

Table-Laboratory

Tables – All types

Television – Monitor

Time Clock

- **Miscellaneous purchases prohibited with the PROCARD**

Gift cards – it is against policy to purchase gift cards for any reason

Florists – this MCC Code is blocked from use with the PROCARD

Sam's Wholesale Club

Costco Wholesale Club

Department Stores

Jewelry Shops

Radio TV & Stereo Stores (Radio Shack, Best Buy, Frey's, etc.)

Donations

Events

Recurring monthly payments

Computer software, peripherals

Camera & photo supply stores

Cash advances/disbursements from financial institutions/ATMs

Capital equipment (laptops, tablets, e-readers, etc.)

Salary and monetary awards

Consultant and maintenance agreements

Purchases from sources where the cardholder has a financial interest (refer to policies of the Board of Education, Article Five – Employee Procedures, Section 543.500 – Conflict of Interest)

Cash refunds (returns or adjustments must be applied back to the original card used to purchase)

Gifts (no personal

Entertainment, nightclubs, bars, taverns, cocktail lounges, alcoholic beverage stores, beer, wine, and liquor

Government Services/Utilities/Cable

- Travel related purchases

Airlines

Hotels, including food from hotel restaurants, banquet services, etc.

Rental Cars

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By signing below, on the _____ day of _____, 20____, I acknowledge that I have read, understand and agree to the terms and conditions of this contract and agreement. I certify that as a participating Cardholder of the PROCARD Program, I understand and assume the responsibilities as outlined in this document.

Employee Name (Print): _____

Employee Signature: _____

School/Department: _____

Phone Number: _____

As the **Fund Approver** for the employee, I acknowledge that I am responsible to ensure that the employee abides by the above conditions. I am responsible for taking appropriate disciplinary actions involving any misuse of the PROCARD. I am responsible for notifying the PROCARD Representative for canceling the PROCARD if the Cardholder is terminated for any reason or if the Cardholder transfers to another location within the District. I am also responsible for reviewing and approving all activity, monthly statements and reports for accuracy and to ensure expenditures comply with District acquisition policy.

Fund Approver Name (Print) _____

Fund Approver Signature _____

General Fund Account Number _____
(GF1-XX-6399-XXX-XX-XXX-XXX)