



**ASB PCARD PROGRAM
AUTHORIZED USER
AGREEMENT - FISCAL YEAR _____**
(Complete annually and retain with club documents)

SECTION 1: AUTHORIZED USER INFORMATION

NAME		TITLE (ASB CLUB)	
EMPLOYEE ID		ACCOUNT NUMBER	XXXX-XXXX-XXXX-_____
SCHOOL		PHONE NUMBER	

SECTION 2: ACKNOWLEDGMENTS

By initialing each line and signing below:

_____	I certify that I have received the San Diego Unified School District's ASB Procurement Card Program Policy Manual.
_____	I understand that purchase transactions are limited as indicated below: - Single Purchase Limit: High Schools - \$10,000 / Middle Schools - \$2,500 - Per Day Limit: High Schools - \$10,000 / Middle Schools \$2,500 - Monthly Limit: High Schools - \$25,000 / Middle Schools \$5,000
_____	I understand that this card may only be used for pre-approved, allowable ASB expenses . Pre-approval is documented by completing the Student Body Requisition with three approvals (Certificated Advisor, student representative, and principal). I will not use this card to make unauthorized, prohibited, District or personal purchases. Any purchase that is in excess of the card limit charged by someone unauthorized or prohibited as listed in the ASB Procurement Card Program Policy Manual may result in disciplinary action, including termination, under applicable District procedures. I will be personally liable to the District for the amount of any unauthorized or unofficial purchases while the card is in my possession.
_____	I am responsible for the card's safekeeping while in my possession. I will immediately notify the JP Morgan at 800-270-7760, and the financial clerk in the event the card is lost or stolen, or if I believe the card has been used in a fraudulent manner.
_____	Once I check out the PCard, I will return the PCard to the financial clerk by the next business day along with all original itemized receipts. The purchases made will equate to the pre-approved purchases identified on the Student Body Requisition.

SECTION 3: AUTHORIZED USER SIGNATURE

Authorized User Signature	Date
Principal Signature	Date