



**PRO-CARD USE AGREEMENT**

**AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the **SCHOOL BOARD OF D. C. EVEREST AREA SCHOOL DISTRICT**, Wisconsin (hereinafter the "Board"), and \_\_\_\_\_, residing at \_\_\_\_\_ (hereinafter the "**Staff Member**").

**WITNESSETH:**

**WHEREAS**, by this Agreement the Staff Member has been entrusted with a procurement credit card ("PRO-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

**WHEREAS**, the Staff Member agrees to abide by the terms and conditions of the PRO-Card as set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Staff Member as follows:

1. The Board hereby issues the Staff Member PRO-Card No. \_\_\_\_\_.
2. The Staff Member hereby agrees to immediately return the PRO-Card upon request.
3. The Staff Member shall not use the PRO-Card for the purchase of any goods or services that are not authorized by the terms of this Agreement or by the direct written approval of the Assistant Superintendent Business/Personnel Services or Superintendent.

4. Staff Member shall periodically submit receipts and such other reasonable documentation of goods or services purchased as prescribed by or requested by the Business Manager or Superintendent.
5. Staff Member shall promptly review monthly PRO-Card transaction statements for accuracy and shall within ten (10) days of receipt of the statement notify Business Manager of any errors, omissions or discrepancies in the statement and submit a copy of the statement along with attached receipts and an account distribution summary with amounts in reconciliation.
6. Staff Member shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the PRO-Card by notifying the Bank by phone at (800) 361-3361 or by fax notice to the Bank at (888) 224-5394. Staff Member shall also immediately notify the business manager of possible loss, theft, or unauthorized use of the PRO-Card.
7. Attached herewith and incorporated by reference herein is a *Statement of Authority* of PRO-Card use that sets forth the authority and express limits of authority of Staff Member's use of the PRO-Card.
8. Staff Member shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Staff Member.
9. No gift cards may be purchased with a PRO-Card.



10. Purchases should be made for budgeted items.
11. A proper Material Safety Data Sheet (MSDS) must accompany chemicals purchased with a PRO-Card.
12. Use of this PRO-Card shall be for business purposes, and not for personal, family, or household purposes (non-business purposes). Any unauthorized or improper purchase may result in termination of PRO-Card privileges and will require the Staff Member to reimburse the Board by check or payroll withholding. By signing this agreement the Staff Member is authorizing payroll deduction for said recovery.
13. Gross misconduct in the use of this PRO-Card will result in disciplinary action up to and including termination of employment.
14. This Agreement may not be modified in any way without the approval of the Board.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement the day and year first above written.

**By Authority of the School Board:**

**Staff Member**

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**Assistant Superintendent,  
Business/Personnel Services**

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Name: (Printed)

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Signature

Policy Adopted: 6/27/06  
Policy Revised: 2/24/09  
KAG:ems

SCHOOL BOARD  
D. C. Everest Area School District  
6300 Alderson Street  
Weston, Wisconsin 54476