



ONE CARD CHECK-OUT

1. I agree to use this card for district approved purchases only.
2. I agree to make all purchases using the district credit card as a tax-exempt transaction. I will be responsible for reimbursing Hays CISD for any sales tax that is not credited.
3. **Usage violations include, but are not limited to:**
 - a. Purchasing items for personal use or non-district business purpose
 - b. Purchasing gift cards
 - c. Purchasing approved items at a different location/vendor than what was originally approved
 - d. Purposefully splitting transactions to circumvent competition
 - e. Failure to return the card and ITEMIZED receipt to the campus/department Secretary/Bookkeeper after each purchase within two business days
 - f. No gratuity is allowed
 - g. I am not allowed to authorize someone else to use the credit card on my behalf
 - h. No THIRD-PARTY AGENCIES SUCH AS: AIRBNB, VERBO, Travelocity, Expedia, Priceline, ETC.
4. Unauthorized purchases or purchases without itemized receipts must be reimbursed.
5. If the card is lost or stolen, I agree to notify my Bookkeeper/Secretary and the Hays CISD P-Card Administrator immediately.
6. Any misuse of a Hays CISD credit card will result in the individual losing the permission to use Hays CISD credit cards.
7. No technology: Software, Licenses, Web Subscriptions, ETC.
8. No car rental exceeding the number 14 seats (as it becomes a liability).
9. No single travel meals (follow the travel meal guidelines).

I hereby request permission to use a Citi Bank/Hays CISD Master Card. I understand and agree to comply with the Hays CISD Purchasing Card Policies and Procedures.

Employee Name (Please print)

Employee ID / Campus

Employee Signature

Date

Amount requested

Card's last six digits

Fill out one form per purchase.

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