



ONE CARD ADMIN AGREEMENT

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. Purchase items over the limit of \$3,499.99
 - c. Purchasing gift cards
 - d. Reconcile statements with missing receipts
 - e. Purposefully splitting transactions to circumvent competition
 - f. Checking-out Card 1 to staff members
4. Unauthorized purchases or purchases without itemized receipts must be reimbursed.
5. Your principal must approve your purchase before using the P-Card.
6. I agree to immediately notify Citi Bank and the Hays CISD P-Card Administrator if the card is lost or stolen.
7. I fully understand that misuse or abuse of the card will result in a disciplinary action:
 - a. First occurrence will follow with verbal notification
 - b. Second occurrence will follow with a verbal and written notification
 - c. Third occurrence will result in deactivation of all One Card privileges of the campus/department and will be reactivated once a mandatory training has been completed

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

Principal/Director Signature

Date

List all of your One Cards
