

PROCUREMENT CARD CUSTODIAN AGREEMENT
Accounting Department
Lincoln Public Schools

LINCOLN PUBLIC SCHOOLS PROCUREMENT CARD PROGRAM

I hereby acknowledge receipt of and accept responsibility for the Lincoln Public Schools Procurement Card(s) listed below. As a Procurement Card Custodian, I agree to comply with the terms and conditions of this agreement and the provisions of the Lincoln Public Schools Procurement Card Program User Guide. I acknowledge receipt of the User Guide and affirm that I have read and understand its provisions. I understand that the Lincoln Public Schools is liable to the card issuer for all charges made with these cards.

As Card Custodian, I will ensure that persons using the cards will be notified regarding adherence to all provisions of the Procurement Card Program Cardholder Agreement and of the Procurement Card Program User Guide and that all card users will have completed and have on file at my location a copy of the Procurement Card Program Cardholder Agreement. I accept responsibility for ensuring that all necessary documentation (including receipts and account number annotations) related to purchases made with these cards are properly accounted for at my location.

I agree to promptly report any loss or misuse of the card(s) listed below to the Purchasing Office. I further understand that any appropriate finance charges and/or other appropriate fees incurred by these cards will be changed to the “default account number” listed for each card.

CARD NUMBER

DEFAULT ACCOUNT NUMBER

Signature

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Printed Name

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Employee ID Number

Date

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School/Department

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Email Address