

TULSA PUBLIC SCHOOLS TRAVEL PROCARD EMPLOYEE AGREEMENT

<p>Card Account# <u>Traveler</u> _____</p> <p style="text-align: center;">Last 4 Digits _____</p> <p>The total amount charged cannot exceed</p> <p style="text-align: center;">\$ _____.</p>	<p style="text-align: center;"><i>FOR ACCOUNTING USE ONLY</i></p> <p>Issued</p> <p>Acctg. Initials: _____ Date: _____</p> <hr style="border-top: 1px dashed black;"/> <p>Returned</p> <p>Traveler Initials: _____ Date: _____</p> <p>Acctg. Initials: _____</p>
--	--

Name of Cardholder: _____
(Last, First, Middle Initial)

Site/Department: _____

TPS Employee #: _____

Work phone #: _____

Your participation in the Travel ProCard Program is a convenience that carries responsibilities along with it. Your signature below verifies that you understand the Travel ProCard Program terms and agree to comply with them.

- I understand that I am being entrusted with a valuable tool – a Travel ProCard – and will be making financial commitments on behalf of Tulsa Public Schools and will strive to obtain the best value for the District.
- I have read a copy of the Travel ProCard Guidelines and understand and agree to follow the requirements for the Travel ProCard use.
- I accept full personal responsibility for the safekeeping of the Travel ProCard assigned to me.
- All charges are billed directly to and paid directly by TPS. Personal charges are prohibited on the Travel ProCard.
- I understand that I cannot use the Travel ProCard as a financial reference to obtain personal credit cards or loans and that cash advances are not allowed.
- I understand that I am personally responsible for obtaining all purchase and credit documents and submitting them in accordance with District procedures.
- I understand that absolutely no one other than me is permitted to use the Travel ProCard.
- I will immediately report the theft or loss of the Card to the bank, my immediate supervisor, my area superintendent or officer, and the ESC Purchasing Card Administrator.
- I understand and authorize that my paycheck can be withheld until the Card is surrendered as required.
- I understand and authorize that any excess charges above the allowed per diem will be payroll deducted.
- I understand that any purchases made by me will be recorded and reviewed in management reports, for payments to vendors, and possible discrepancies and appropriateness of purchase; further, I acknowledge that I have personal liability for any inappropriate purchase made with the card issued to me.
- Improper use of the Card can be considered misappropriation of District funds, which may result in disciplinary action, up to, and including termination.
- I will use the Card only within the limits and restrictions placed upon it unless the TPS Finance Office has temporarily lifted same due to an emergency situation or other unique circumstance.

I understand that failure to follow any of the above listed terms and conditions or if found to have misused the Card in any manner may result in (a) revocation of the privilege to use the Card, (b) disciplinary action, (c) termination of employment, and/or (d) criminal charges filed with the appropriate authority. I hereby accept the above terms and conditions and acknowledge receipt of the card assigned to me.

Employee's Signature

Date

Travel ProCard Guidelines

- The employee traveling is to sign the back of the card immediately upon receipt.
- This card has been issued with sufficient dollars to cover projected hotel charges based on the amount requisitioned..
- The card has a declining balance with specific effective dates.

- TPS is tax exempt, as noted on the face of the card. Be sure to review the taxes added to your lodging bill at check-out. State taxes can be waived; however local hotel, entertainment, and tourism taxes will seldom be waived.
- Upon completion of travel, cut the card up, place pieces in an envelope and submit with hotel and ground transportation receipts attached to the employee travel reimbursement claim.
- Final accounting will be made after conclusion of the trip based on hotel receipts and a properly approved employee travel reimbursement claim form. In the event that documentation per District policy is not sufficient to offset charges made against the card, the difference will be automatically deducted from your paycheck.
- To locate the Out-of-District Travel Expense Reimbursement form on the internet go to [www.tulsaschools.org>>>Departments>>>Accounting>>>Trave](http://www.tulsaschools.org/Departments/Accounting/Trave)>>>the Procurement card section contains a link to the Excel spreadsheet, or you can type in your browser: <http://www.tulsaschools.org/depts/Accounting/Expense Reimbursement Form.xls>

Customer Service

If you have questions while traveling regarding use of the card, call the TPS offices toll free at **1-877-746-6800** and ask for Kimberly Yerton (x66279) or Alicia McCoy (x66542).

If you lost the card during non-business hours, report this immediately to the credit card company at **1-800-316-6056**

To gain authorization to cancel the card, you will be asked for two items of information: When asked your SSN#, the answer is 79; When asked your maiden name, the answer is 0420.