

**Operational Services**

**Exhibit – Cardholder’s Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards**

\_\_\_\_\_  
Cardholder’s name

\_\_\_\_\_  
Cardholder’s address

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of individual who authorized issuance of card

I affirm that I am familiar with and understand Board Policy 4:55 (Use of Credit and Procurement Cards) and Board Policy 4:65 (Review and Approval of Purchases and Travel) related to the use of credit and procurement cards, that I understand my responsibilities regarding use of such cards, and that I agree to adhere to all requirements regarding the use of such cards.

\_\_\_\_\_  
Cardholder’s signature Date

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I provided a copy of this statement along with a copy of the Board policies 4:55 (Use of Credit and Procurement Cards) and 4:65 (Review and Approval of Purchases and Travel), to the cardholder who signed this statement.

\_\_\_\_\_  
Office personnel Date

Revised September 28, 2015