



**CMCSS PROCUREMENT CARD PRIVILEGES  
EMPLOYEE AGREEMENT (ISA ACCOUNTS)**

Terms of agreement for usage:

1. The school procurement card is for business use only; no personal purchase will be made with the card. Misuse may result in revocation of the card and/or other disciplinary actions, including termination of employment.
2. The procurement card will not be used to obtain cash advances.
3. The procurement card will be used in accordance with established purchasing regulations. Purchase of supplies and materials will not exceed \$1,000.00 per order. While there is no requirement to obtain competitive pricing for these purchases, price quotes are encouraged whenever possible. Existing contracts and bids must be used.
4. CMCSS is exempt from sales tax for goods purchased in Tennessee or delivered to Tennessee. The Procurement Card School Coordinator will be responsible for recovering sales tax paid on non exempt purchases.
5. In the event items purchased are being used to resale for a fundraising activity, then sales tax must be paid on those items. Otherwise #4 applies.
6. The procurement card signed out at individual schools may only be used to pay for materials and supplies from individual school activity accounts (ISA). No General Purpose, Federal, or Capital Projects Fund accounts may be used.
7. Cards labeled as Hotel cards may only be used to make reservations and to pay for the room(s) at checkout. They may not be used for purchases.
8. Procurement cards normally used for ISA purchasing may be used for airline reservations and hotel reservations/payments only when pre-authorized through school coordinator, as credit limits must sometimes be temporarily raised in order for this to be done.

I, \_\_\_\_\_, acknowledge and agree to the terms listed above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Department/School

\_\_\_\_\_  
Supervisor/Principal

\_\_\_\_\_  
Date