



**CMCSS PROCUREMENT CARD PRIVILEGES  
EMPLOYEE AGREEMENT (SCHOOL BOARD ACCOUNTS)**

Terms of agreement for usage:

1. The procurement card is for business use only; no personal purchase will be made with the card. Misuse of the card may result in revocation of the card and/or other disciplinary actions.
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 \$500.00 per order. While there is not 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 resell for a fundraising activity, then sales tax must be paid on those items. Otherwise #4 applies.
6. The procurement card may only be used to pay for materials and supplies from School Board accounts (i.e. General Purpose, Federal, Capital Projects, and Child Nutrition).

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

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

\_\_\_\_\_  
Date

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

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

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

\_\_\_\_\_  
Date