

SD 36 (Surrey) Bank Procurement Card Employee Card Account Request Form



Employee Name	<input type="text"/>		
Title	<input type="text"/>		
School/Dept	<input type="text"/>		
Address	<input type="text"/>		
Courier #	<input type="text"/>	Postal Code	<input type="text"/>
Telephone	<input type="text" value="()"/>	Training Date	<input type="text"/>

Employee Acknowledgement of Responsibilities

I acknowledge that the Card will be issued to make purchases in the course of my regular duties in connection with School District #36 (Surrey).

I acknowledge that I have read and understood the Bank Procurement Card reference material and I agree to comply with the requirements. I will not knowingly breach the guidelines and procedures set forth in Policy 4660, Regulation 4660.1 and the Bank Procurement Card User Guide. I confirm my agreement to the terms and conditions of the card by signing below.

I shall undertake to protect the Card and the Card account number and realize that it is for my use only, not to be divulged to any other person (except a merchant with whom I am transacting on behalf of the School District #36 (Surrey), without written permission of the Card Administrator.

Furthermore, I understand that this card is the property of the Bank of Montreal MasterCard, assigned to me, on behalf of the School District #36 (Surrey), and that in the event of wilful or negligent default of these obligations, the School District shall take recovery action, deemed appropriate, that is permitted by law. I agree to return this Card upon request of the Card Administrator.

Date _____

Signature _____

Account Coordinator Authorization

District Standard: ELM: \$500/\$1000 SEC: \$1000/\$5000 LC/CE: \$500/\$1000 DEPTS: \$500/\$1000 PHY PLANT: \$1000/\$5000 (Refer to Regulation 4660.1, Paragraph 2.3)

Per Transaction Dollar Limit \$

Per Month Dollar Limit \$

Default General Ledger Account Code

Account Coordinator _____

Signature _____

Date _____

Telephone _____

Administrator Use Only

Card Number

Hierarchy Point

Date Requested

Date Received