

EMPLOYEE ACKNOWLEDGEMENT OF RESPONSIBILITIES & OBLIGATIONS  
FOR USE OF THE SCHOOL DISTRICT #36 (SURREY)  
**PROCUREMENT CARD**

I, \_\_\_\_\_, hereby acknowledge receipt of the Bank of Montreal MasterCard Procurement Card (the "Card") issued by the Bank of Montreal MasterCard. I acknowledge that this Card numbered \_\_\_\_\_ has been issued to me to make purchases in the course of my regular duties in connection with the School District #36 (Surrey). I fully understand that purchases made using this Card are to be authorized by a departmental manager/supervisor or Principal with expenditure officer authority, in accordance with the District's purchasing policies and procedures.

I acknowledge that I have received the training and read and understand the Procurement Card Procedures, terms and conditions. I agree to comply with the requirements therein, and that I will not contradict or vary the terms and conditions set out. I confirm my agreement to the said terms and conditions by signing below and by retaining or using the Card.

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. Should the card be lost, stolen or compromised in any manner, I shall advise the Bank of Montreal MasterCard and the Card Administrator immediately.

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 willful or negligent default of these obligations, the School District #36 (Surrey) shall take recovery action, deemed appropriate, that is permitted by law. I agree to return this Card upon request of the Card Administrator.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cardholder Limitations:

- |     |                               |          |
|-----|-------------------------------|----------|
| (1) | Transaction dollar limit      | \$ _____ |
| (2) | Daily Purchase dollar limit   | \$ _____ |
| (3) | Monthly Purchase dollar limit | \$ _____ |
| (4) | Annual Purchase dollar limit  | \$ _____ |