



**EMPLOYEE ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS
FOR USE OF THE SCHOOL DISTRICT #78 (FRASER-CASCADE)
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 has been issued to me to make purchases in the course of my regular duties in connection with School District #78 (Fraser-Cascade). 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 read and understand the Procurement Card procedures, terms and conditions, and I agree to comply with the requirements therein and will not contradict or vary the terms and conditions set out.

I shall undertake to protect the Card and the Card account number and understand that it is for my use only. 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 School District #78 (Fraser-Cascade) and that in the event of wilful or negligent default of these obligations, the School District #78 (Fraser-Cascade) shall take recovery action, deemed appropriate, that is permitted by law. I agree to return this Card upon request of the Card Administrator.

I confirm my agreement to the said terms and conditions by signing below:

Card Number: _____

Cardholder Printed Name: _____

Cardholder Signature: _____

Date: _____