



## STURGEON SCHOOL DIVISION

### Agreement to Accept the Scotiabank Commercial Card

Enclosed is your new Sturgeon School Division Commercial Card. Your participation in the Commercial Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered company property and should be used with good judgment. **Your signature below verifies that you understand the Commercial Card Program guidelines outlined below and agree to comply with them.**

1. The Commercial Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. **The card is for business-related purchases only; personal charges are not to be made using the card.**
3. You are the only person entitled to use the card and are responsible for all charges made against the card.
4. Unauthorized use of the card can be considered improper use of company funds, which may result in disciplinary action, up to, and including termination.
5. **Cardholders are expected to comply with internal control procedures in order to protect company assets. This includes keeping receipts, reconciling monthly card statements and following proper card security measures.**
6. **Cardholders are responsible for reconciling their Commercial Card monthly emailed statement and resolving any discrepancies by contacting the supplier or the bank.** E-statements will be emailed to individual cardholders on approximately the 15<sup>th</sup> calendar day of the month. **This statement must be reconciled (with receipts attached), approved by administration and submitted to Central Office within seven calendar days of receiving the statement.**
7. Each account is assigned a cost accounting code by management and purchases may be automatically charged to that code. The code can only be changed by management approval. If changed, a new accounting code does not affect past charges, only future charges.
8. A lost or stolen card should be reported immediately to visa @ 1-888-823-9657, then please notify SSD Program Administrator – Evelyn Clewes at 780-939-4341 ext 1247.
9. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.
10. The cardholder agrees to comply with the terms and conditions of this Agreement.

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Cardholder Signature

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Visa Administrator Signature

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Cardholder Printed Name

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Visa Administrator Printed Name

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Date

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Date