

**Sacramento City Unified School District  
Purchasing Services  
916-643-9460**

**CAL-CARD PURCHASING CARDHOLDER AGREEMENT**

Prior to the issuance of a Cal-Card, the cardholder must read the following information and verify acceptance with the terms and conditions that have been established for this program.

1. I certify that I understand that this card may only be used for official business and will not be used for any unauthorized or personal purchases. **Initials** \_\_\_\_\_
2. I certify that I understand this card will not be provided for use to any other individual. I acknowledge I am the only individual authorized to use the card. **Initials** \_\_\_\_\_
3. I certify that I am responsible for the card's safekeeping. Fraudulent use of the card, lost or stolen cards will be reported immediately. **Initials** \_\_\_\_\_
4. I certify that I understand purchases must not be split to circumvent procurement procedures. If the dollar amount exceeds the established card limit, a requisition will be processed for necessary handling by District Purchasing. **Initials** \_\_\_\_\_

-Card Policy Manual, Section IV. I

Transactions. **Initials** \_\_\_\_\_

8. I certify that I will promptly notify the vendor to