



NINE MILE FALLS SCHOOL DISTRICT 325/179

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Board of Directors

Greg Flemming
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Jeff Baerwald, Superintendent

CREDIT CARD ACKNOWLEDGEMENT

I, _____, understand Nine Mile Falls School District has authorized my use of a District credit card and acknowledge receipt of a copy of Policy No. 6212. I agree this credit card is to be used for official District purposes and recognize the use of this card is limited to the procurement of goods, services, or official travel expenses. All purchases made with this credit card will be charged to the budget in which I am in charge of managing. Individual purchases over \$500 will be pre-approved by the Executive Director of Business or the Superintendent, and when practical a purchase order should be used to make purchase in accordance with the Districts' Accounting procedures. Cash advances are prohibited with the District credit card. Additionally, I understand, misuse of this credit card and lost or missing receipts will be reimbursed by me from my personal funds, except under extraordinary circumstances.

Signature

Date

Nine Mile Falls School District

...each student will succeed... effective instruction is paramount... quality leadership matters... reflection improves our practice

...we are each other's best resource... positive relationships are foundational to our success.

We continue to act in a way that matches our beliefs.