



WESLACO INDEPENDENT SCHOOL DISTRICT
TRAVEL CREDIT CARD
USER AGREEMENT

Weslaco ISD has implemented a travel card program, known as the "Travel Card" to facilitate certain travel and related expenditures. By using the Weslaco ISD Travel Card, the user assumes responsibility for all the transactions made. By accepting the Travel Card, the user agrees to comply with District policies and audits of the transactions made. Travel Card rules and procedures may be updated or changed at any time. Users will be notified of such changes and are responsible for complying with revised policies.

The Weslaco ISD Travel Card may only be used in compliance with purchasing laws of the State of Texas. District policies must be followed in order to maintain compliance with the laws.

<u>Initials</u>	<u>As a User of the Weslaco ISD Travel Card, I agree to the following</u>
	I am being entrusted with the Travel Card and will be making financial commitments on behalf of the Weslaco ISD Independent School District (the District).
	I have received a copy of the District's Travel Card Users' Manual and understand the requirements for the use of the Travel Card.
	The District is liable to Citi Bank for all charges made on the Card. I understand that I am liable for all charges not in compliance with this Agreement or with the District's Travel Card Users' Manual.
	I understand that the Travel Card is not transferable and shall not be used by anyone other than the authorized user.
	I understand that the use of the Travel Card is subject to audit at any time and that appropriate actions will be taken to enforce this Agreement and any violations of the Travel Card Users' Manual. Failure to follow the Travel Card Users' Manual may result in the revocation of my use of the Travel Card and other possible disciplinary actions.
	Improper use of this card may result in disciplinary action, <u>up to and including termination of my employment</u> . Should I fail to use this card properly, I authorize the District to take from my salary as a payroll deduction an amount equal to the total of the discrepancy. I also agree to immediately repay to the District all amounts owed by me for unauthorized charges even if the Weslaco ISD Independent School District no longer employs me.
	If the Travel Card is lost or stolen, I agree to notify the District Business Office and Citi Bank immediately.

I, _____, hereby request a Travel Card through the District's Travel Card Program. As a holder I agree to comply with all terms and conditions regarding my use of the card. Purchases made in violation of the policy as set forth in the Travel Card Users' Manual will subject me to liability for the total dollar amount of such unauthorized purchase(s).

Card User: _____ Location: _____

Signature: _____ Date: _____