

**PROCUREMENT CARD ACCOUNTABILITY FORM**

Card \_\_\_\_\_

Trip \_\_\_\_\_

I hereby acknowledge receipt of the Wicomico County Board of Education Procurement Card (ProCard) listed below for the purchase of services and supplies in accordance with the limits established in the WCBE Procurement Regulations.

Supplies or services may be purchased, consistent with organizational responsibilities and purchase limits established by the approving official designated to review my purchases, to satisfy legitimate requirements.

All purchases must be made in accordance with applicable laws and regulations, including, but not limited to, WCBE Procurement Card Policy. Persons intentionally making unauthorized purchases may have their Procurement Card privileges suspended, or be subject to disciplinary and/or legal action. This does not apply to lost or stolen card purchases made by others. No personal purchases are permitted.

I certify that I shall purchase supplies or services in accordance with applicable WCBE Procurement Card procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith, and subject to WCBE Purchasing Code and all other applicable laws and regulations.

I further certify that I shall be personally responsible for any unauthorized Procurement Card purchase, and that WCBE has the right to deduct such charges from my payroll check.

I have also received a Procurement Card Authorization Form.

I will return the Procurement Card with receipts to the Purchasing Department on the next working day following authorized usage.

All charges should be offset against the following Account Number(s): \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Usage Date(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Credit Card #: xxxx-xxxx-\_\_\_\_\_-\_\_\_\_\_