

Nebraska Master Naturalist Foundation Purchasing Card User Agreement – Oct 2021

As an authorized Cardholder, I understand and agree to comply with the following terms and conditions of this Agreement and with the provisions of NMNF Purchasing Card Policy

1. The Purchasing Card is provided to selected Board Members (Normally the President and Secretary of the Board of Directors) based on their need to purchase business-related goods and services and may be used for NMNF business-related purchases only, never for personal charges.
2. The Purchasing Card is the property of NMNF. I understand that NMNF may revoke my right to use the Purchasing Card at any time for any reason.
3. The Purchasing Card is not an entitlement nor reflective of any title or position.
4. I am personally responsible for the Purchasing Card issued to me.
5. NMNF is liable to Panicle Bank for all charges I make on the Purchasing Card. I am financially liable to NMNF for any improper charges I make on the Purchasing Card.
6. I am responsible for providing receipts in support of reconciling my charges on NMNF's accounting system and for following up on erroneous charges, returns or adjustments and to ensure proper credit is received on my Purchasing Card account, including full credit of merchandise returned to a vendor.
7. I agree to notify the NMNF Board Treasurer and/or Board President and Panicle Bank immediately should my Purchasing Card be lost or stolen or if I have knowledge of any lost or stolen NMNF Purchasing Card.
8. I agree to surrender the Purchasing Card immediately upon request by the NMNF.
9. In the event I am found to have misused my Purchasing Card, I may face disciplinary action, up to and including removal from the Board of Directors and I may face additional civil or criminal penalties.
10. In the event NMNF must sue me in order to recover funds stemming from my misuse of the Purchasing Card, I consent to the jurisdiction and the venue of the State and federal courts of Nebraska.
11. A non NMNF Board Member, selected by the audit committee will be asked to review purchasing card activity annually.

Agreed and Accepted:

Card Holder Signature/Date

Notes

1. The acronym NMNF has been inserted in place of Audubon. Otherwise this document is a verbatim copy of Audubon's Purchasing Card Agreement.
2. Suggested Changes to be made or considered in the agreement have been highlighted in red bold font.
3. The Agreement references a NMNF Purchasing Card Policy. I am unaware if we have any other stated policy regarding purchases made on behalf for NMNF by members.

M. McKenzie 5-12-21

Nebraska Master Naturalist Foundation Purchasing Card Agreement v1

M. Schrad's Suggested Mods. V2 08 July 2021