

## **Delegation of Authority for Procurement Card Purchases**

You are hereby delegated authority to purchase supplies/services and pay for said supplies/services on behalf of CCPS, using the CCPS Procurement Card, provided the amount of any single purchase does not exceed the monthly limit established for your card.

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

All purchases must be made in accordance with applicable laws and regulations, including, but not limited to CCPS Procurement Card Procedures, administrative regulations and procedures. CCPS will punish wrong doers by suspension or termination of employment, fine or criminal prosecution. Purchases made consistent with these procedures will not affect personal credit ratings.

This delegation shall automatically terminate upon separation from CCPS.

### **STATEMENT OF COMPLIANCE WITH ABOVE:**

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

I further certify that I shall be personally responsible for any unauthorized Procurement Card purchases and CCPS is authorized to deduct such charges from my payroll check. I agree to release the Board of Education and/or its agents from any or all liability in connection with such deductions.

I have attended the CCPS Procurement Card Training and received a copy..

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date