

BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT
VENDOR CREDIT AGREEMENT (ACE, PROBUILD, ETC)

Date: _____ Employees Name: _____
Employees Title: _____ Emp. Status _____

Vendors: _____

District employees that are authorized to charge at a store or website on behalf of the District agree to the following:

1. Credit will only be used up to \$200 unless I receive pre-authorization from my Supervisor
2. I will never use the District credit for any personal charges
3. I will maintain all supporting documentation in a readable manner
4. I will sign each receipt and provide an itemized original receipt to my supervisor within two business days.
5. I will not open or increase any District credit. All credit requests are required to go through the Administration Division Director.
6. I understand that I can be held personally liable and responsible for any inappropriate charges that I incur.
7. I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:
"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof"

The undersigned has read, agrees to and understands the above statements:

Employee signature Date

I authorize this employee to utilize the credit accounts listed above. I agree that I will immediately notify the Administration Division Director in writing (email is acceptable) when the employee is no longer working for the District or at such time that they no longer should have such authorization

Supervisor/Manager signature Date

Division Director signature Date

Executive Director signature (if employee is Part Time) Date

