

Personal Use of P-Card Reimbursement Form

Idaho Code Crimes & Punishments Section 18-5701 states public employees may not, "Knowingly use any public moneys, or financial transaction card, financial transaction card account number or credit account issued to or for the benefit of any governmental entity to make any purchase, loan, guarantee or advance of moneys for any personal purpose or for any purpose other than for the use or benefit of the governmental entity."

For additional information, refer to Idaho Code Crimes & Punishments Section 18-5702, which states the grading and punishments that may be applied for the violation of Section 18-5701. These penalties range from a \$1,000 fine, jail time, and loss of PERSI benefits.

Completion of this form provides you with the opportunity to declare the intent of this purchase and document that intent. It also provides a reminder of appropriate p-card use and a warning of the consequences of misuse.

I, _____, understand that I have violated District policy as stated on the District P-Card acceptance form signed by me when I received my District P-card which states:

"I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or others. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.

"I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the District for all incurred charges and costs related to the collection of such charges."

Please explain any extenuating circumstances that should be considered with regard to the P-card being used for the personal purchase, and list any safeguards I have done/will do to keep this from happening again:

The following was purchased by me using my district P-card and are, in fact, personal purchases: (list unauthorized transactions here)

At this time, I am reimbursing the District the full amount of the transactions in the following manner:

____ Cash ____ Personal Check ____ Cashier's check or money order

I understand that the District reserves the right to confiscate my P-card for repeated violation of the District P-card rules, and additionally reserves the right to pursue additional disciplinary or legal action should my actions be determined to be reckless.

Cardholder: _____

Supervisor: _____

Bookkeeper: _____

*This form should be attached to the P-card transaction and sent with the reimbursed funds to the District Office.