

# KCC Schools – onecard

## Employee Agreement

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**DfE Number:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_

- a) I hereby request a onecard. As a cardholder I agree to comply with the following terms and conditions regarding my use of the Card.
- b) I am an employee of the school and as such, in line with Section 1 (Part 6) of the Financial Controls, am deemed to be an employee of Kent County Council.
- c) I will ensure that the card is kept securely at all times and under no circumstances will allow another person to have access to or use the card.
- d) I have received and understood that I am being entrusted with a onecard and will be making financial commitments on behalf of the school.
- e) I understand that the School is liable to the card provider for all the charges made on the card.
- f) I agree to use this card for business purchases only and agree not to charge personal purchases. I understand that Kent County Council will audit the use of this card and report and take appropriate action on any discrepancies.
- g) I will check that all transactions on the monthly statement are valid and correct.
- h) I will follow the established procedures for the use of the card. Failure to do so may result in revocation of my use privileges.
- i) I understand that all cases of misappropriation of Kent County Council / School Funds will be investigated and may result in either disciplinary, civil or criminal action being taken against me.
- j) I agree to return the card immediately upon request or upon termination of employment (including retirement). Should there be any organisational change, which causes my purchasing requirements to change, I agree to return my card and arrange for a new one, if appropriate.
- k) If the card is lost or stolen, I agree to notify NatWest immediately by telephone and Schools Financial Services as soon as possible thereafter.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_