



2323 N. Broadway, Room 109, Santa Ana, California 92706-1640
Purchasing Services • Phone (714) 480-7370 • Email: Purchasing@rscdd.edu

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT HOME DEPOT ID CARDHOLDER AGREEMENT

The purpose of this agreement is to define the policy pertaining to the use of the Home Depot Identification (ID) card and describe each cardholder’s responsibilities as a trusted representative.

The cardholders, in the spirit of serving the District, are issued Home Depot ID cards for use with a District issued Purchase Order for the purpose of picking up required items sold in Home Depot Stores.

The following are conditions the cardholder shall agree and abide by:

1. I agree that the Home Depot ID Card is to be used for District business purposes only and is not to be used to purchase personal items (i.e. water, snacks, and beverages) or to obtain cash advances, even if on behalf of the District.
2. I agree to request and obtain a valid Purchase Order in advance of purchases made at Home Depot Stores.
3. I agree to make purchases during my own work shift at approved stores for District purposes.
4. I agree to obtain written prior approval from a manager to make purchases online or at out of area stores.
5. I agree not to share the Home Depot ID card with any unauthorized user, even if on behalf of the District.
6. I agree to exercise proper care in handling the Home Depot ID card while in my possession. I will check-out the Home Depot ID card, ensure that the account number remains confidential, and return the card in a timely manner.
7. I agree to obtain original itemized receipts/invoices from Home Depot, submit these receipts for inspection and approval by my immediate supervisor, and submit these receipts with the completed Authorization for Payment form to my immediate supervisor on the same day of purchase.
8. I agree if I misplace or lose the Home Depot ID card or if the ID card number is compromised, I will notify my immediate supervisor and Purchasing Services immediately.
9. If I leave the employment of the District, it is my responsibility to return the card to my immediate supervisor, department manager, or in-person to the Purchasing Services Department.

I acknowledge that violating this agreement may lead to cancellation, suspension, or revocation of the Home Depot ID card and could subject me to disciplinary action by the District.

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Please return the ORIGINAL signed form to Purchasing Services - District Office Rm 109 –or– submit the ELECTRONICALLY signed form to Purchasing@rscdd.edu.