



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HOME DEPOT ID CARD MANAGER 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 manager’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 manager responsibilities for each cardholder under my supervision:

1. I agree that the Home Depot ID Card is only to be used for District business purposes only and is not to be used to purchase personal items (i.e. water, snacks, beverages), or to obtain cash advances, even if on behalf of the District.
2. I agree to require each cardholder to obtain a valid Purchase Order in advance of purchases made at Home Depot Stores.
3. I agree to require each cardholder to make purchases during their own work shifts at approved stores for District purposes.
4. I agree to require each cardholder to obtain my prior approval for online purchases and for Out Of Area stores based on business need.
5. I agree to require each cardholder to exercise proper care in handling the Home Depot ID card and to not share the account number with any unauthorized user, even if on behalf of the District.
6. I agree to obtain the Home Depot ID card from each cardholder after use for proper safeguarding, and to maintain a check-out log.
7. I will store the card(s) in my department under lock and key when not in use.
8. I agree to authorize only those individuals with a business need and applicable job duties to obtain a Home Depot ID card.
9. I agree to review the original itemized receipts/invoices from Home Depot, inspect the items purchased, validate that the items have a District business purpose, and submit the completed Authorization for Payment form within 3 business days of purchase.
10. I agree if I learn of any misplaced or lost Home Depot ID Cards or if any of the ID numbers are compromised, I will notify Purchasing Services immediately.
11. I agree to obtain the card whenever an employee leaves District employment and immediately notify Purchasing Services, in writing.

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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| Supervisor’s Name | Signature | Date |

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