

**DELEGATION OF AUTHORITY AND ACCESS TO
MUSIC & ARTS WEBSITE**

You are hereby delegated authority to purchase music supply and items and pay for such purchases on behalf of The Howard County Public School System (HCPSS), using the Music and Arts web site and HCPSS Purchasing Card. Only items / equipment / instruments / supplies may be purchased, consistent with your school responsibilities and purchase limits established by the approving official designated to review your purchases, to satisfy legitimate requirements.

All purchases must be made in accordance with applicable laws and regulations, including, but not limited to HCPSS Purchasing Card Procedures and Training. Persons intentionally making unauthorized purchases may have their Purchasing Card privileges suspended, or be subject to disciplinary, discharge and/or legal action. This does not apply to lost or stolen card purchases made by others.

I further understand that I will properly login to the Music & Arts **Educator** website and order only items that are approved and appropriate for classroom use. No items will be ordered for personal use using the Purchasing Card.

This delegation shall automatically terminate upon separation from the HCPSS.

STATEMENT OF COMPLIANCE WITH ABOVE:

I certify that I will purchase supplies, or equipment in accordance with applicable HCPSS Purchasing Card policies, regulations, and procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith, and subject to HCPSS Purchasing Policy, Procedures, and Regulations and all other applicable laws and regulations.

I acknowledge that the use of the HCPSS Purchasing Card is a privilege and that I further certify that I shall be personally responsible for any unauthorized purchases, except in the case of a lost or stolen card, as noted above. I agree that HCPSS has the right to deduct from my paycheck any unauthorized purchases deemed my personal responsibility.

Signature

Print Name

Date