



**Coeur d'Alene Tribe Department of Education**

**Direct Employment Client Responsibilities Form**

Dear \_\_\_\_\_:

1. Do NOT purchase any items that are not specifically listed on the purchase order. The Department of Education will NOT pay for unlisted items.
2. Do NOT exceed the value of the purchase order. The Department of Education will not pay more than the allowed cost on the purchase order.
3. Return your original receipt to the Department of Education within five (5) working days.
4. If above guidelines are not followed, you may be subject to legal action by the Department of Education for repayment of misused funds.
5. By signing your name below, you have read, understood, and agreed to follow these guidelines.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_