

Fayetteville School District

Purchase Card Requestor

POLICY AND PROCEDURES

PURPOSE:

The purpose of this document is to establish responsibilities and to implement procedures to be followed in the distribution and use of purchase cards.

GENERAL RESPONSIBILITIES:

The authority and responsibility for overseeing the purchase card program is delegated to the Budget Manager (Supervisor/Administrator) and the Administrative Assistant or their designee in their absence.

Purchase Card Use and Limits

Purchase cards are designed to decrease or eliminate purchase orders, invoices and checks.

All purchase card charges **must be pre-approved** through the WORKS Software request process.

BID LIMITS

Bids for items over \$20,000 are required, the same as for purchase orders. If you have questions, please contact the Business Office. Documentation of bids will be notated in a space provided in the comments section of the WORKS Software. Breaking a transaction into smaller amounts to avoid having to secure quotes is considered a misuse of the card.

USING YOUR PURCHASE CARD

It is important that you follow school district policies concerning purchasing limits and requisition protocols. We encourage you to use the card INSTEAD of POs whenever possible.

You must collect an **itemized receipt or invoice** from the vendor/supplier **every time** you use the purchase card. This receipt or invoice must contain the following information:

- ◆ Vendor name and address (If your receipt does not have a name and address, write it on a blank spot on the receipt or on the back if there isn't room on the front.)
- ◆ Date of purchase
- ◆ Description of each item purchased and the quantity purchased
- ◆ Price per item/Extended price per item
- ◆ Shipping/handling charges (where applicable)
- ◆ Sales Tax if applicable
- ◆ Total amount of the transaction

Only you are authorized to use your purchase card. Because you are responsible for protecting your account number, do not lend your card out to others.

Purchase cards are for Fayetteville School District business only. Prohibited uses include, but are not limited to:

- ◆ Personal use
- ◆ Alcohol
- ◆ Cash advances/money orders
- ◆ Cash refunds
- ◆ Securities and savings bonds
- ◆ Services (professional, expert and technical)
- ◆ Payment of taxes/liens
- ◆ Medical and workers compensation-related expenses
- ◆ Insurance payments
- ◆ License, application and evidence refunds
- ◆ 1099 reportable services
- ◆ Breaking a purchase over \$2500 into smaller amounts in order to use the purchase card

Goods purchased through a purchase card may be returned for **CREDIT ONLY**. Cardholders may not accept a cash refund. You must keep the credit receipt and original receipt for the log.

TRAVEL EXPENSES

All expenses must be pre-approved and a Professional Leave Request must be completed and approved before the purchase card can be used for travel expenses.

- ◆ The following expenses may be paid by purchase card once the travel plans have been pre-approved:
 1. Hotel / Motel costs, excluding add-ons such as laundering, in-room movies, snack bar, internet, room service, etc.
 2. Rental cars (Superintendent Approval)
 3. Airline Tickets
 4. Registration Fees
 5. Parking fees

NON-ALLOWED CHARGES:

1. Uber/Taxi/Other Transit
2. Luggage fees
3. Meals when traveling

To travel using the Purchase Card:

- ◆ You must present the Purchase Card Requestor with a printed copy of the approved Professional Leave Request, complete a Travel Reimbursement Voucher and estimate the projected travel and related expenses.
- ◆ On the form, you must indicate which expenses will be charged to the purchase card.
- ◆ Once all paperwork has been submitted, you will be authorized to charge these expenses to your purchase card.
- ◆ You must keep receipts for ALL purchase card expenses.
- ◆ Return all receipts with printed transactions to your Department/School Office when you return from travelling.

Actual expenditures should not deviate significantly from the pre-authorized travel authorization and advance form.

All expenditures, whether authorized or not, whether appropriate or not, shall be reconciled and paid to the Bank of America following the procedures described in these guidelines. Any unauthorized or inappropriate expenditures (defined as any use of the card not specifically approved by your supervisor), shall be collected from the traveler by check and used to reimburse, via journal entry, the expenditure code from which payment to the purchase card provider was made.

ACCOUNT REVIEW AND RECONCILIATION

- ◆ You must keep all receipts, invoices, and packing slips.
- ◆ A budget number and account must be assigned to each purchase.
- ◆ Review your backup documents (receipts, invoices, or packing slips) to the transactions listed on your purchase card report, and verify that any past exceptions have been resolved.
- ◆ **The Requestor will keep copies of the receipts. Attach original receipts to the purchase card report.**
- ◆ **Submit the reconciled transactions with the purchase card report and all receipts to the Business Office within ten business days.**

DISPUTED CHARGES

- ◆ Contact the vendor to discuss disputed charges.
- ◆ If you cannot reach an agreement with the vendor within thirty days of the date the charge first appeared on your monthly statement, or if they need more time to investigate disputed charges, request a dispute form from the Business Office and fax it to Bank of America. Every effort must be used to resolve the charge with the vendor before faxing the dispute form to Bank of America.
- ◆ Dispute forms must include your name, account number, work phone number, and address. You may also include your e-mail address. Send a copy of the form to the Purchase Card Administrator in Purchasing.

LOST OR STOLEN CARDS

You are responsible for maintaining the security of your purchase card. The number should not be posted in any location where other people might gain access to it. If another person gains access to the card, please notify the Business Office Purchase Card Administrator in the Business Office immediately.

You must notify the Supervisor in your department/school, the Bank of America and the Purchase Card Administrator in the Business Office IMMEDIATELY in case of lost or stolen cards. The number for reporting lost or stolen cards is available 24 hours. Be sure and note the name of the Bank representative who took your call, the date and time called. Your Department/School is financially liable for all unauthorized uses of the card until the Bank is notified.

TRANSFERRING ACCOUNTS

Purchase cards are issued to an individual. Accounts may not be transferred from one cardholder to another. If you leave your school district position, you must close your account and surrender your card to your supervisor.

You may transfer to another school district position without closing your account, provided your new supervisor/administrator approves your use of the card. If you transfer to a different school district position, your new supervisor or administrator should call or email a request to the Purchase Card Administrator for you to keep your card.

REPLACEMENT CARDS

To replace old, damaged, or worn-out cards, notify your supervisor, who will contact the Purchase Card Administrator in the Business Office and they will order you a new one. You will receive a replacement card within one to two weeks.

CLOSING YOUR ACCOUNT

You must turn your card over to your supervisor/administrator immediately upon termination of your employment with your school district (whether termination is as a result of retirement, voluntary separation, resignation, or dismissal).

- ◆ Reconcile your latest statement, then:
- ◆ Cut the card in half and submit it with reports, and receipts/invoices to your supervisor/administrator.

MISUSE OF PURCHASE CARDS

Personal use of purchase cards is strictly prohibited. Employees who use the purchase card for personal reasons can expect the school district to take appropriate disciplinary action, up to and including termination from employment and may report such use to law enforcement authorities if deemed necessary.

Purchase cards are for Fayetteville School District business only. They are intended to decrease or eliminate the use of Purchase Orders, petty cash, invoices, checks, and other non-contract services. Unauthorized use of the purchase card may be considered a misuse of school district funds, and may result in any or all of the following:

- ◆ Immediate forfeiture of the card
- ◆ Disciplinary action, up to and including termination from employment
- ◆ Legal action against the cardholder

You must follow the school district's policies and guidelines. If you have any questions about appropriate use of the card, please contact your supervisor before acting.

Purchase Cardholder Agreement

Date: _____

As a holder of this Purchase Card:

- I, (cardholder) _____, confirm that I have read and understand the terms and conditions of its use:
 - I will be making financial commitments on behalf of Fayetteville School District and will obtain fair and reasonable prices.
 - I understand my Department/School is liable to Bank of America for all charges made by me.
 - I will immediately return all **original itemized receipts** to the Purchase Requestor to be reviewed and filed.
 - I understand that any purchases made by me will be recorded and reviewed in management reports, to ensure compliance with Purchasing and PCard Procedure guidelines. Fayetteville School District Business Office will audit the use of this purchase card.
 - I will **IMMEDIATELY** report theft/loss of card, any personal use in error and/or difficulties with the card to my Supervisor/Administrator and to the Purchase Card Administrator, in the Business Office.
- I have received a copy of the Purchase Card Policies & Procedures manual and MAY NOT use the purchase card for any unauthorized, personal or non-Fayetteville School District-related business as set forth in the manual.
- I understand the Fayetteville School District may terminate my rights to use this card at any time for any reason.
- I agree to return the card to my Department/School Supervisor immediately upon request or upon termination of employment.
- I agree to allow the Fayetteville School District to collect any amounts owed by me even if I am no longer employed by the Fayetteville School District.
- I understand that misuse of this card may result in:
 - Revocation of the privilege to use the PCard
 - Disciplinary action
 - TERMINATION of employment, and/or criminal charges being filed with the appropriate authority.

I hereby accept the above terms and conditions for use of Purchase Card.

Date: _____

Cardholder Name: _____

Cardholder Signature: _____