

Waverly-Shell Rock Community School District

Purchasing Card Program Cardholder Manual



INTRODUCTION

Welcome to Waverly-Shell Rock School Purchasing Card program!

We believe the P-Card program provides more flexibility in making purchases in today's marketplace. We know your time is valuable and we hope this allows the purchasing process to be more efficient, while still maintaining accountability.

This manual is designed to acquaint you with information about our P-Card program policies and procedures. You should read, understand, and comply with all provisions of the manual. It describes many of your responsibilities as a P-Card user and outlines the processes and procedures to facilitate secure, timely and accurate purchasing transactions. One of our objectives is to provide a method for making purchases so you are able to deliver quality services to our students, while at the same time providing the necessary financial controls to safeguard our organization's assets.

The P-Card manual cannot anticipate every circumstance or question. As our organization usage continues to grow, we may revise, supplement, or rescind any policies or portion of the manual from time to time as the organization deems appropriate.

Sincerely,

Joan Loew
Business Manager

CODE OF CONDUCT

The Code of Conduct for Waverly-Shell Rock Community School District Purchasing Card Program is designed to provide the participant a set of guidelines and philosophy to follow regarding the use of the card.

- **Purchases**

P-Card purchases should be made so that the organization gains the maximum value and quality for each purchase.

- **Supplier Gifts**

Decline personal supplier gifts offered if they violate the “Iowa Gift Law”, Iowa Code Chapter 68B. The Iowa Gift Law allows public employees to receive nonmonetary items with a value of three dollars or less that are received during one calendar day.

- **P-Card Agreement**

The issuance of a P-card is strictly prohibited prior to receipt of a signed agreement from the employee. An employee must sign the P-Card acknowledgment form prior to receiving a P-Card.

- **Personal Use of P-Card**

Only authorized business purchases may be completed with the P-Card and personal purchases are strictly prohibited.

- **P-Card Security**

The P-card is the property of Waverly-Shell Rock Community School District and as such should be retained in a secure location. An employee may use the P-card when traveling on business on behalf of Waverly-Shell Rock Community School District.

- **Authorization**

Only the employee to whom the card is issued is authorized to use it. Delegating the use of the P-card to another employee is strictly prohibited.

- **Supplier Bids**

Where required in accordance with organization policy, all suppliers should be offered an equal opportunity to participate in the organization’s purchase programs within federal and state statutory regulation.

CODE OF CONDUCT

- **Negotiations**
Each employee is required to conduct themselves in a good faith manner when negotiating with suppliers. Any intentional misrepresentation is strictly prohibited.
- **Organization Policies**
Adhere to organization policy as it relates to the P-Card program including Board Policy 401.10, "Credit Cards."
- **Documentation**
All purchases using the P-Card program must be properly documented for business purposes. Any altered or forged documentation is strictly prohibited.
- **Purchase Restrictions**
The purchase of products, services or commodities on the restricted list in the Purchasing Card Policy is strictly prohibited. Check with your department manager or the Purchasing Department if you have any questions about whether a charge is valid under the P-card program.
- **Purchase Limits**
All dollar value purchase limits will be adhered to under the program and any splitting of transactions to avoid authorized limits is strictly prohibited.
- **Business Practices**
In all supplier relationships and purchasing, promote and cooperate with trade and professional associations and with state, federal, local and private agencies on encouraging fair, ethical and legal business practices.

1 Cardholder Setup & Activation

1.1 Overview

The purchasing card program is designed to assist the organization in reducing its reliance on petty cash funds, employee advances and paper checks, and reduce the need to use personal funds for business purposes. The program should help increase your turn-around time in the fulfillment of orders, provide greater flexibility and reduce paperwork. The Accounts Payable Department is responsible for the implementation, maintenance, program compliance, auditing, processing payment, issuance of the P-Card, and bank relations to solve customer service issues. Only employees of the organization are allowed to participate in the program. Each cardholder has the responsibility to submit the appropriate receipts and signatures for processing and payment by the due date.

All policies outlined in this manual and the organization's financial and operational policies must be adhered to and any failure to comply can result in the suspension from the P-Card program and also include disciplinary actions that may include termination of employment. The P-Card issued to the cardholder is the property of Waverly-Shell Rock Community School District and can be canceled at any time. Periodic audits will be performed to ensure the cardholder is in compliance with the policies and procedures.

1.2 Activation of Account

To activate your P-Card follow the instructions below.

1. Call the toll free card administrator phone number on the label affixed to the card.
2. When prompted enter your card number.
3. You will then be prompted for personal information which will identify you as the cardholder in possession of the P-Card.

If you have problems activating your account, please call the P-Card administrator at (319) 352-5665 or via email at business@wsr.k12.ia.us.

2 Purchasing Guidelines and Limits

2.1 Overview

Waverly-Shell Rock Community School District only allows certain purchases to be made using the P-Card. All purchases must be made in compliance with our Purchasing policies and the guidelines set forth in this manual. Any violation will result in disciplinary action that may include termination of employment. Only the authorized cardholder may use the P-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. Each cardholder has a designated credit limit for monthly purchases, daily purchase credit limit and single purchase credit limit. Intentional circumvention of these limits is strictly prohibited. This includes splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the cardholder's limits. Waverly-Shell Rock Community School District will perform periodic audits electronically and manually to verify adherence to this policy.

2.2 Allowable Purchases

- 2.2.1 General Supplies
 - 2.2.2 Travel (as permitted by Waverly-Shell Rock Community School District travel policy)
 - 2.2.3 Capital Purchases for items less than \$5,000 (as permitted by Waverly-Shell Rock Community School District capital expenditure policy). Purchases greater than \$5,000 would be made with administrator approval.
 - 2.2.4 Dues for associations
 - 2.2.5 Subscriptions for business purposes only
 - 2.2.6 Computer hardware and software
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2.3 Prohibited Purchases with the P-Card

- 2.3.1 Cash advances, wire transfers or money orders
- 2.3.2 Independent contractors or other personal services
- 2.3.3 Maintenance contracts
- 2.3.4 Personal purchases
- 2.3.5 Telephone expenses
- 2.3.6 Alcohol purchases
- 2.3.7 Donations
- 2.3.8 Employment ads
- 2.3.9 Parking tickets

3 Recordkeeping & Reconciliation

3.1 Overview

The cardholder is responsible for maintaining adequate receipts for goods and services purchased with the P-Card as well as documentation regarding canceled services or returned merchandise. The cardholder must contact the vendor directly to resolve any discrepancies or incomplete orders. The documentation retained should include sales receipts, packing lists (if applicable), credits, and credit card transaction receipts. A transaction log using Microsoft Excel is available by request to assist the cardholder in tracking purchases. Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the cardholder and the vendor.

3.2 Examples of Receipt Documentation

- 3.2.1 Itemized cash register receipt
- 3.2.2 Printed copy of confirmation for on-line transactions with itemized descriptions
- 3.2.3 Itemized hotel bills
- 3.2.4 Credit memo

4 Billing & Payment

4.1 Overview

Waverly-Shell Rock Community School District receives an account statement from its P-Card bank administrator on the 21st of each month. The cardholder is responsible for providing the business office with their receipts after the purchase.

If a cardholder is consistently delinquent in submitting their receipts to the Accounts Payable Department, the P-Card administrator and the cardholder's manager may review their status as a participant in the program and suspend their privileges until an adequate resolution is achieved.

4.2 Key Dates

- 4.2.1 Monthly statement will be provided to Accounts Payable on the 21st of each month
- 4.2.2 Payment is made to the bank for the monthly transactions by the 10th of each month

5 Audits

5.1 Overview

All cardholder accounts are subject to periodic audits to ensure compliance with the organization's overall policies and the policies outlined in this manual. The P-Card administrator, the Purchasing Department, the Accounts Payable Department and Internal Audit review daily, monthly and annual transaction activity reports as deemed necessary to ensure adherence to the P-Card policies. If an audit reveals a policy violation, the cardholder and their manager will be contacted and disciplinary action assessed based on the type of violation.

5.2 Violations

- 5.2.1 Intentional splitting of transactions to circumvent the credit limit including single day and single transaction limits.
- 5.2.2 Consistently delinquent accounts submitted for processing and payment.
- 5.2.3 Personal use of the P-Card.
- 5.2.4 Allowing an unauthorized user to use the P-Card.
- 5.2.5 Purchase of prohibited products, service or merchandise outlined in the organization's policies and in this manual.
- 5.2.6 Failure to pay inadvertent personal charges on the P-Card.
- 5.2.7 Fraudulent transactions with a vendor.
- 5.2.8 Violation of the organization's Purchasing Policy

6 Lost or Stolen Cards

6.1 Overview

If your card is lost or stolen, the cardholder must immediately contact the P-Card Administrator. Upon notification, the card will be suspended immediately and any charges posted to the account after the “missing date” will be denied.

6.2 Card Security Tips

- 6.2.1 When you are not traveling on organization business, the card should be retained in a secure location.
 - 6.2.2 A canceled card should be destroyed by cutting it up into several pieces prior to disposal.
 - 6.2.3 When presenting your card for purchases, provide your driver’s license to identify you as the authorized user of the card.
 - 6.2.4 Sign the back of the card and also write “See ID” next to the signature to remind the vendor to look at your personal identification to authenticate the transaction.
 - 6.2.5 Do not provide your card account number to unsolicited marketing calls.
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6.3 Contact List

- 6.3.1 Bank Information
 - BMO/Harris Bank
 - 1-800-263-2263 (Primary Number)
 - 1-800-361-3361 (Lost/Stolen – Emergency Replacement)
- 6.3.2 P-Card Administrator
 - Joan Loew
 - (319) 352-5665
 - business@wsr.k12.ia.us

ACKNOWLEDGMENT FORM

The P-Card manual describes important information about Waverly-Shell Rock Community School District purchasing card program controls and processes required to manage the day-to-day operations of this purchasing option. The manual is intended to inform cardholders handling P-Card transactions about the formal policy guidelines, processes and responsibilities of the various participants. These policies ensure that P-card purchasing is consistent with Waverly-Shell Rock Community School District fiscal and internal control goals.

Since the information, policies and procedures described in the manual are subject to change, I acknowledge that revisions to the P-Card manual may occur. All policy changes require the appropriate authorized approvals before they are implemented. I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received the P-Card manual, and I understand that it is my responsibility to read and comply with the policies and the Code of Conduct contained in the manual and any revisions and updates made to it.

CARDHOLDER'S SIGNATURE

DATE

CARDHOLDER'S NAME (TYPED OR PRINTED)