SECTION 2.04 – PROCUREMENT CARD USE

Contact: Purchasing @ Extension 4180

A. Overview

The board of directors has authorized the use of a credit card, known as a procurement card, to be used to simplify the purchasing process when buying certain equipment, materials and supplies. It may also be used for the payment of travel expenses (with the exception of meals) while on district business. The following guidelines have been developed for procurement card use to ensure that adequate documentation and fiscal control are established to meet legal and auditing requirements.

B. References

Section 2.01 – Purchasing Guidelines and Laws
Section 2.02 – Allowable Purchasing Methods
Section 2.03 – Electronic Purchase Order Process
Section 2.05 – Imprest Checking Accounts
Section 2.06 – Reimbursement Vouchers

C. Issuance Criteria

Issuance of procurement cards can be requested by completing a Request for Issuance of Procurement Card form and shall be limited to the following district personnel, unless authorized by a deputy, associate or assistant superintendent, or the executive director of finance and business services:

- Superintendent, deputy/associate/assistant superintendent
- Principals/assistant principals
- Budget authorities
- Primary clerical support position to the above
- Maintenance personnel as approved by the director of maintenance

D. Guidelines and Restrictions

- Procurement cards may not be used for expenditures not allowable under any other expenditure method including purchase of personal items, gifts, charitable contributions, alcoholic beverages, tobacco, illegal substances, or items from district employees or relatives.

- Procurement cards may not be used for cash advances.

- Procurement cards may not be used for purchases having a value greater than $2,000 without **prior** approval from the Procurement Supervisor. (The director of maintenance and operations is permitted an exception to this restriction when necessary for the safe and continued operations of the district.) Theft sensitive items with a value less than $2,000 (see BIM Section 6.03 for examples) may be purchased provided they are promptly entered into our inventory system and tagged (please coordinate with Purchasing).

Sites must take extra measures to track and protect these types of items from the risk of loss or misplacement. Board Policy 6570 requires the tracking of these fixed assets through our inventory records. These records are contained in the BusinessPlus Financial Software System and are integral with the purchase order process. All efforts should be made to properly purchase and receive equipment, including the application of inventory bar code tags (see BIM Section 6.02 and Section 6.04) , per the district inventory process.

- Procurement card transactions may not be split paid. Purchases which exceed the individual per transaction limit are to be made via a purchase order.

- Procurement cards may not be used for meals in the local area. An exception would be when purchasing food for a meeting per the district food and beverage consumption guidelines. Additional information regarding the purchase of food or meals can be found in Section 1.02 of the Business Information Manual.

- The Procurement department issues procurement cards at the request of the department or school administrator with budget authority.

- Procurement cards shall only be used by the district employee identified on the card and the confidentiality of the account number shall be maintained.

- Procurement cards may be used for allowable expenditures via telephone (Documentation of Telephone Order form), email or internet orders. The account/card number shall only be used by the cardholder and not be given to other district employees for making any purchase.

- Procurement cards may not be used to pay outstanding invoices. Invoices are to be signed, coded and forwarded to accounting for payment.

- Procurement cards may not be used for payment on contractual services agreements.

E. Reconciliation of Procurement Card Reports

- Weekly reconciliation of Procurement Card Reports is required.

- All purchases must be documented as to the item purchased and its cost, vendor name, date of purchase and amount of sales tax paid. Cardholders must provide an original, **detailed** receipt (for store purchases) or a printout receipt from the vendor's website (for online purchases) showing this information. In the event a receipt cannot be obtained (which should be rare), a Procurement Card Affidavit of Lost Receipt must be completed by the cardholder, signed by the budget authority, and attached to the weekly procurement card report.

- When meals or food for meals are purchased with a procurement card, a copy of the meeting agenda and a sign-in or list of attendees must accompany the original receipt.

- When purchasing admission tickets, etc. for field trips, a copy of the Field Trip Request form must accompany the original receipt.

- When paying registration fees or other approved travel expenses with a procurement card, please attach a copy of the Travel Request to the original receipt(s).

Each month, an email containing the following information will be sent to the person designated at each group to process the weekly procurement card reports:

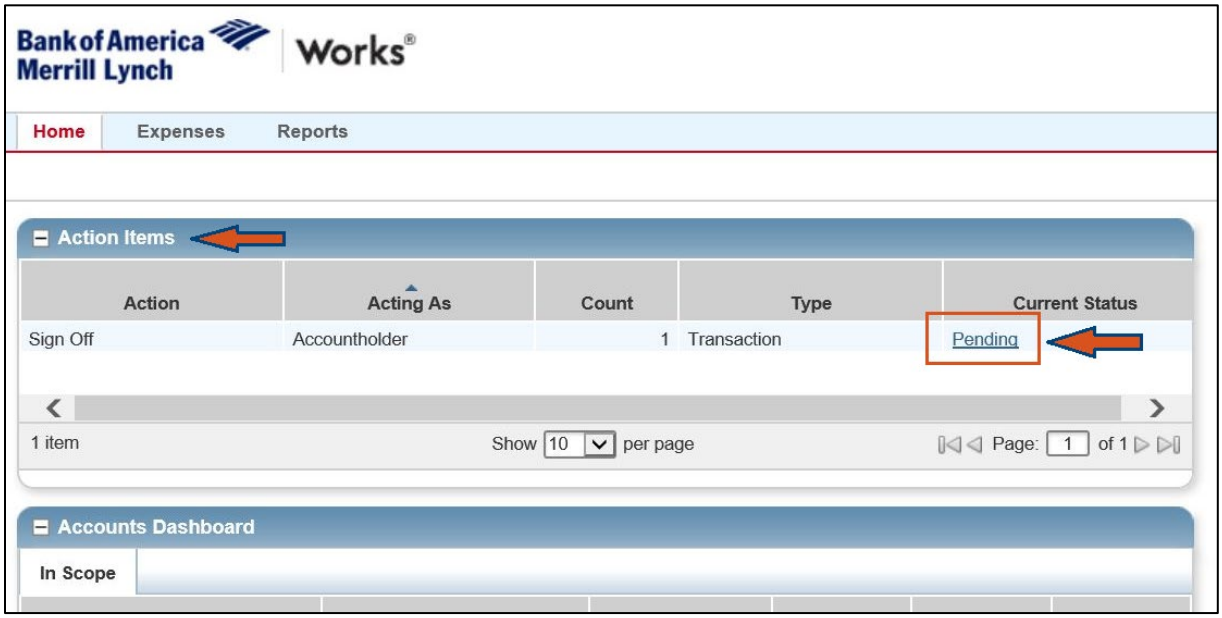
1. Dates each report will cover.
2. Date the report is due to Procurement.

The group contact will (1) run each weekly report for the dates specified in the email, (2) attach the proper documentation for each transaction on the report, (3) get the signature of the proper budget authority/authorities, (4) allocate and sign off the transactions in Works, and (5) return the report to Procurement by the due dates specified in the email.

SIGNING OFF TRANSACTIONS

1) Log into the **WORKS** website: https://payment2.works.com/works/session

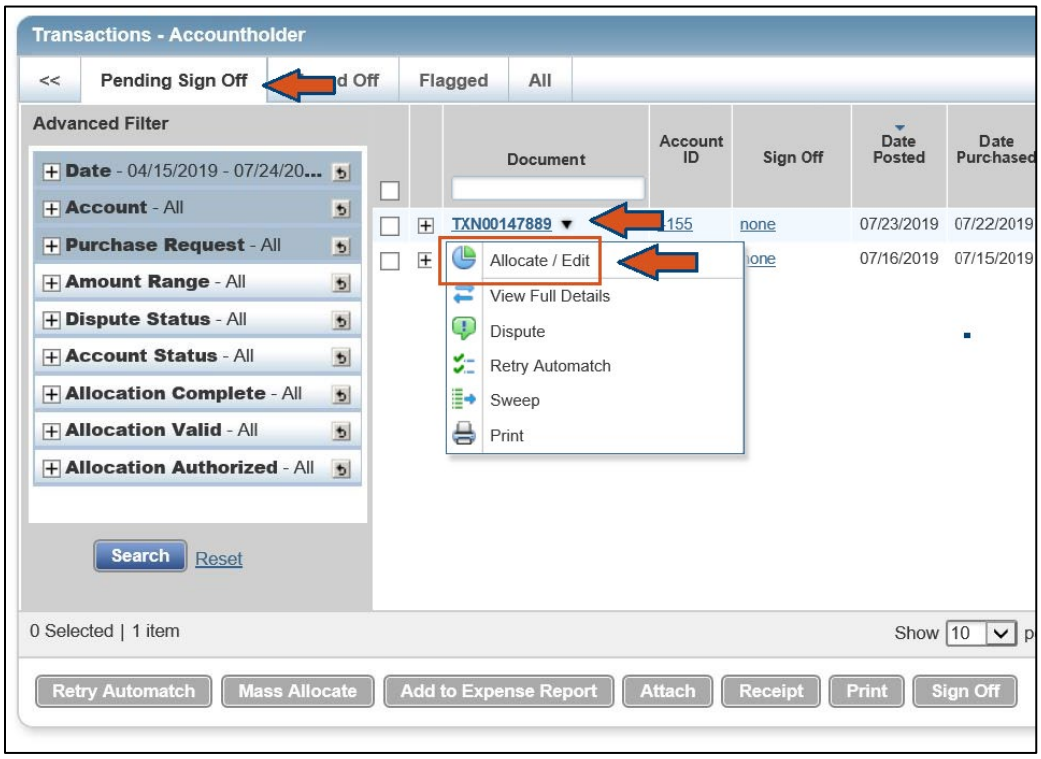
2) Click on **Pending** under the **Action Items** field



3) Click on the **Pending Sign-Off** tab

4) Hover your mouse over the **Transaction** starting with **TXN**

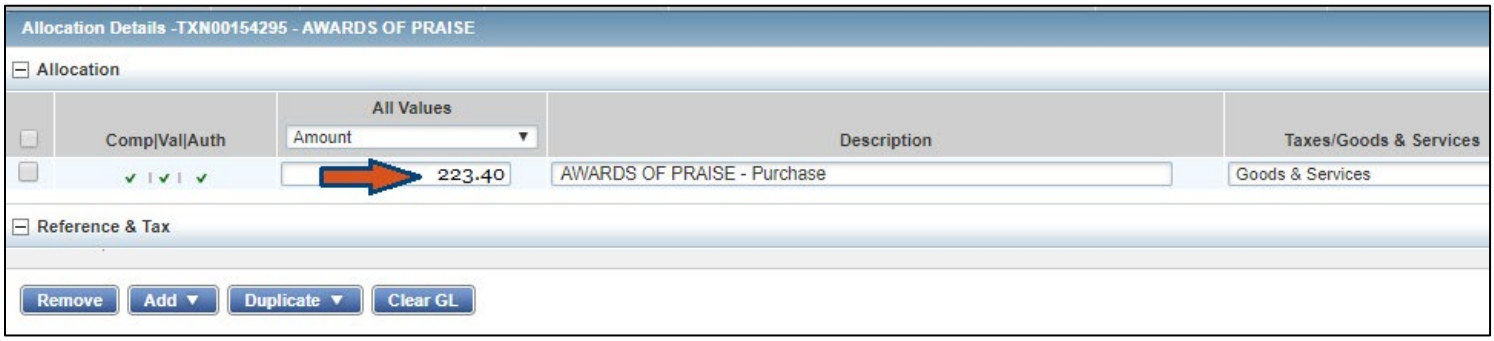
5) Click on **Allocate/Edit**



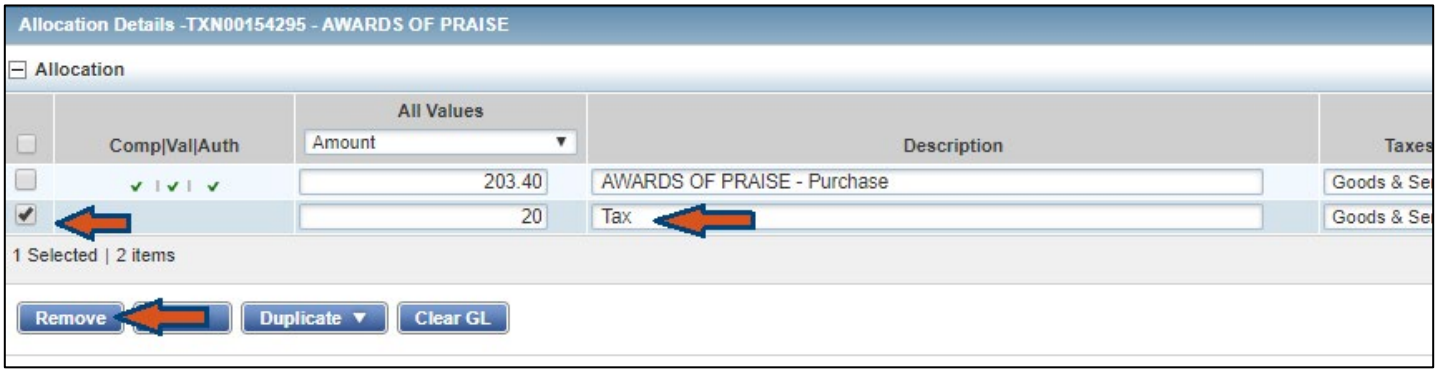
6) Type in the **FQA Code** (with dashes) in the **GL02: Org Key** field

7) Type in the **Object Code** in the **GL03: Object Code** field

8) If **Tax** is **Already Included** on the First Line, skip to **Step 12**

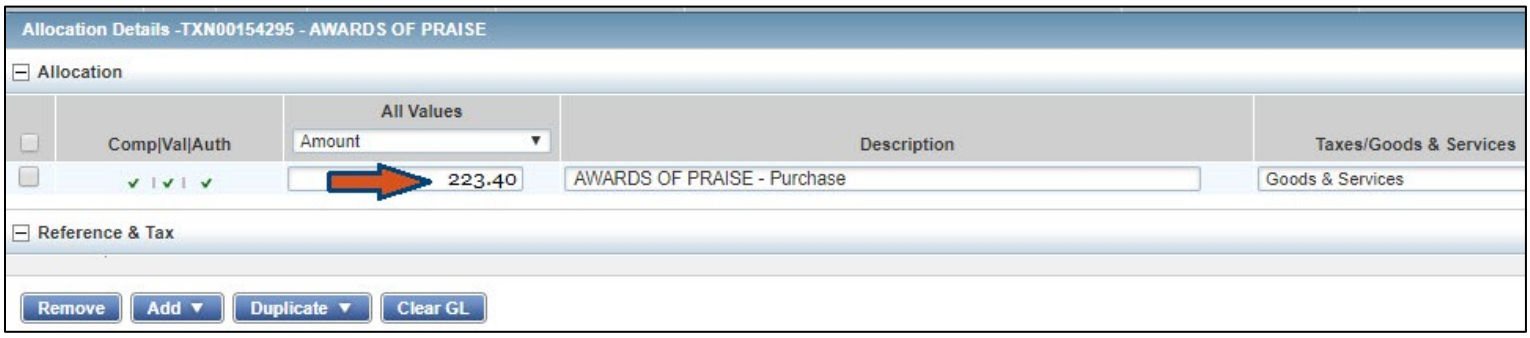


9) If **Tax** is listed on a **Separate Line**, Check the Box and hit the **Remove Button**

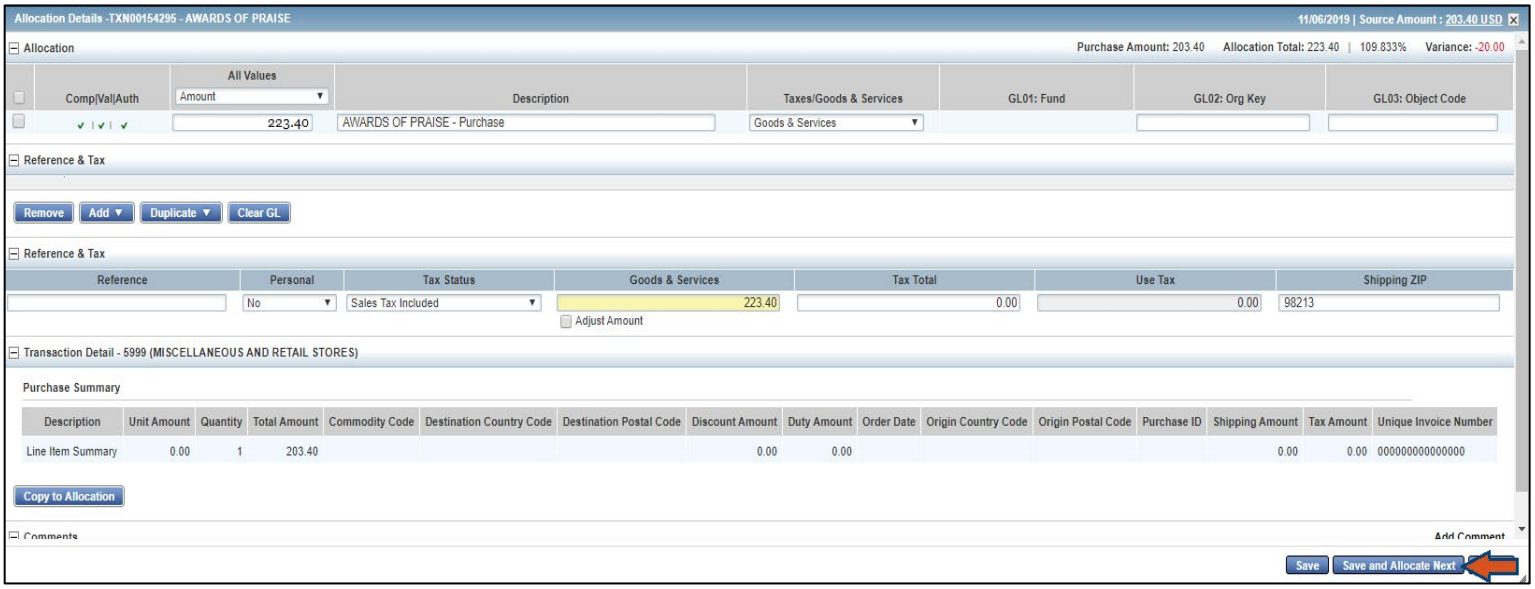


10) **Add the Tax** Amount into the "All Value Column" on the **First Line**

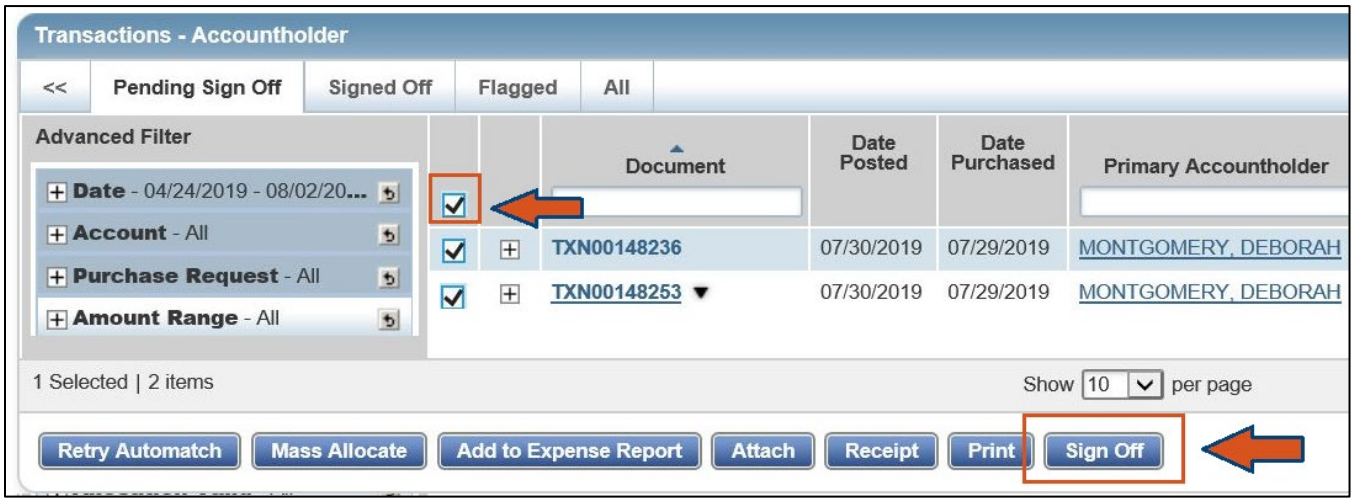
Example The $223.40 includes the ($203.40 cost of the item + $20 in tax)



11) Click the **Save** Button, located near the Right-Hand lower corner, then click **Close**



12) Click on the **Transactions** you want to **Sign-Off** or click on the Top Box near the document field to Select All Transactions

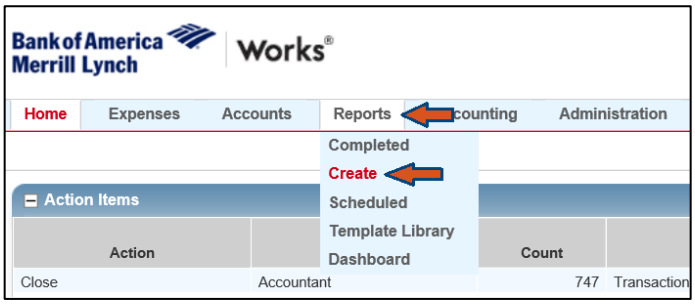


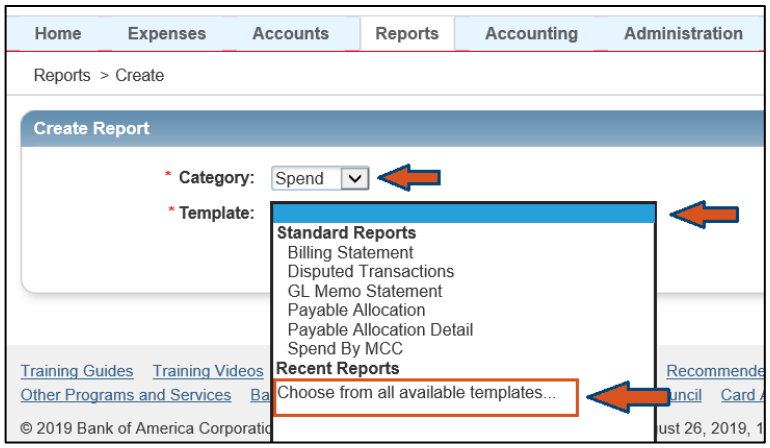
13) Click the **SIGN-OFF** button and Click OK in the **'Confirm Sign Off'** box.

RUNNING REPORTS IN WORKS

<u>To run the weekly PCard Report in Works:</u>

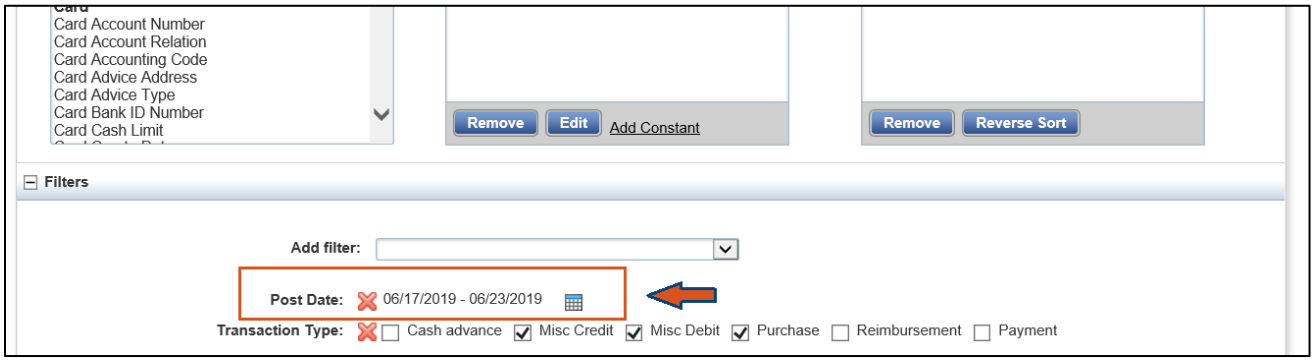
1. Log into Bank of America WORKS: <u>https://payment2.works.com/works/home</u>
2. Click on the **Reports Tab**
3. Click on the **Create Tab**
4. In the Category section, click on **Spend**
5. In the Template section, under **Recent Reports**, click **shared: *Pcard Reconciliation Report***



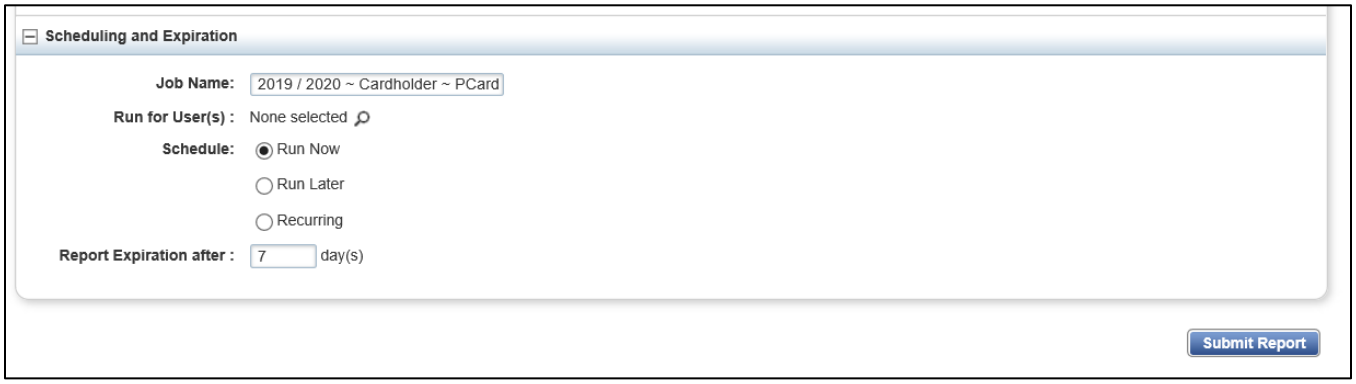


6. Scroll down until you see the **Filters Section**

7. Under Post Date, click on the **Calendar Icon**. **Select the dates** specified on the reconciliation email from Procurement

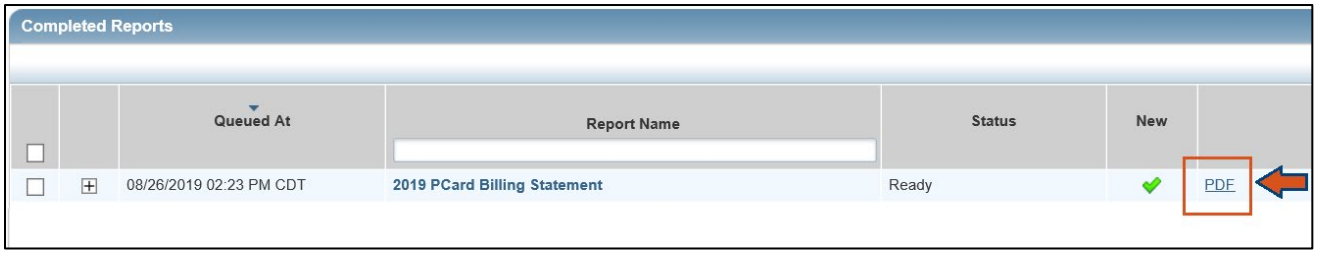


8. Scroll to the bottom of the page and click **Submit Report**



9. Click on the **PDF button** to open the report once it is ready

NOTE: The report will take some time to load. It is ready to view once the Green Checkmark appears



10. Each transaction on the report should now include an Org Key/FQA Code and Object Code

NOTE: If your report is not showing FQA or object codes, please verify that your transaction has been Signed-Off.

Please wait <u>at least 20 minutes</u> after you sign-off transactions before pulling the report If your report is still not showing the coding, please contact Procurement

2019 / 2020 ~ Cardholder ~ PCard Billing Statement

Purchases	
Other Charges	
Credits	
Total	
Payments	

Company Name	EVERETT PUBLIC SCHOOLS
Post Date	Between 2019-09-06 00:00:00 and 2019-09-12 00:00:00
Report Owner	Boehner-Stalcup, Shelby
Report Time	2019-09-13 14:28:05
Transaction Type	One of: Misc Credit or Misc Debit or Purchase

CH Full Name						
Post Date	Purchase Date	Amount	Type	Vendor Name	GL: Org Key Rollup	GL: Object Code Rollup
Goodhart, Jennifer						
08/16/2019	08/15/2019	279.99	P	EVERGREEN PRINTING AND	10-97-15-571-151201	57550
08/21/2019	08/21/2019	20.18	P	AMAZON.COM MA97K1RR0 A	10-97-15-571-151201	55610
08/21/2019	08/20/2019	12.33	P	AMAZON.COM MO1GT83I1 A	10-97-15-571-151201	55610
08/21/2019	08/20/2019	289.87	P	ANIMOTO INC	10-97-15-571-151201	57535
08/22/2019	08/21/2019	16.46	P	AMZN DIGITAL MO36B2122	10-97-15-571-151201	57535
count: 5		618.83				

Next, match up original procurement card receipts to the information on the report and attach. If a procurement card was used to make an order by phone, a <u>Documentation of Telephone Order</u> may substitute for a charge receipt. If an order was placed via the internet, a printed receipt from the vendor's website should be attached. If a receipt is missing or cannot be obtained, a Procurement Card Affidavit of Lost Receipt must be completed by the cardholder, signed by the budget authority, and attached to the report.

Have the site administrator with budget authority sign the report (in ink) as approval of the charges and the expenditures coding.

Return the report (with receipts attached) to Procurement by the due date, <u>and</u> scan your full report (with receipts) to Procurement (Procurement@everettsd.org).

- Compensating tax will be charged to department or school budgets for out-of-state vendors when sales tax was not included on the original charge.
- If a procurement card is used to make purchases utilizing grant monies, no purchases should be made less than one month prior to the end of the grant.
- It is important that schools/departments have at least two staff members trained on procedures related to procurement card processing so that payments are not delayed due to absences, vacations, etc. Delayed payments may result in penalty charges assessed by the bank. Such penalty charges will be the responsibility of the school/department causing the delay.

F. <u>Summer Procedures</u>

- Procurement cards are to be turned in to the principal/administrator for safekeeping during summer break. **NOTE:** Procurement cards may be used at the discretion of the principal/administrator during the summer ***<u>provided</u>*** trained personnel are available to process the procurement card reports on a weekly basis.

G. Billing Address

- The billing address for all district procurement cards is:

  PO Box 2098
  Everett, WA 98213