



Policies and Procedures

for the

The State of Texas Procurement Card Program

Purchasing Card Policies and Procedures

Introduction

The purpose of the purchasing card program is to establish a more efficient, cost-effective method of purchasing and paying for travel expenses related to Superintendent, Assistant Superintendent, and other departments as authorized. The program was designed as an alternative to the traditional purchasing process (departmental purchase orders) for travel. The purchasing card can be used with any supplier that accepts MasterCard as a form of payment.

The purchasing card program is expanded to include a single-use travel card for other district staff. The travel card was implemented to reduce the volume of individual check to hotels and travelers. Rather than issuing a check to a hotel, we will assign a travel card to the traveler for the estimated charges. Upon return from the conference and/or training, the traveler will submit their travel card and receipts for reconciliation and payment to the bank. Separate procedures have been developed to manage the travel card program.

If used to its potential, the purchasing card program will result in a significant reduction in the volume of purchase orders and related documentation including invoices and checks. In addition, corresponding work processes associated with ordering and check writing will be eliminated.

General Information

These policies and procedures provide the general guidelines for using the purchasing card. Please read it carefully. Your signature on the *Cardholder Agreement* shows that you understand the intent of the program and agree to follow the established guidelines.

The following important points should be reviewed before using the purchasing card:

Your purchasing card is issued in your name. All purchases made on the purchasing card must be only yours. You are responsible for the security of the purchasing card and the transactions made with it. If you do not follow these guidelines when using the purchasing card, you will receive disciplinary action, including termination.

- You can use the purchasing card at any vendor or service provider that accepts MasterCard and is not on the restricted vendor list.
- The purchasing card may only be used to purchase items that are included in a currently approved budget line item.
- You may use the purchasing card to purchase supplies under certain circumstances. However, prior approval from the Business Office is required.
- Use must not exceed the credit limit assigned to your card in a given month/year.

- All receipts for purchases must be submitted within **5 days of each purchase**.
- The business office will reconcile the statement received from Citi-Bank to ensure all charges are accurate. The statement will be reconciled using your receipts, so it is critical that all receipts be submitted on a timely basis.
- The purchasing card is not intended to avoid or bypass appropriate purchasing or payment procedures as outlined in Board Policy CH or the Granbury ISD Fiscal Manual and District Administrative Procedures for Purchasing and Procurement.

Duties and Responsibilities

Program Administrator – (Sharay Boynton, Executive Director of Finance)

The Program Administrator is designated to answer questions, address issues and oversee the administration of the program. The Program Administrator has a direct relationship with the Bank. All purchasing card requests must go through the Program Administrator.

Purchasing Specialist – (Kami Timmons)

The Purchasing Specialist will assist the Program Administrator in answering questions and ensuring compliance with fiscal guidelines. The Purchasing Specialist will also reconcile the monthly statements and contact cardholders, as necessary, to resolve discrepancies and/or disputed charges.

Cardholder - A cardholder is to utilize the purchasing card for purchasing travel services and other authorized expenditures. The cardholder is responsible for following the guidelines in regards to purchases, selection of vendors, security of the card and submission of receipts. **All receipts must be submitted within 5 days of each purchase on a P-Card Settlement form. P-card logs for purchases outside of travel with attached receipts must be turned in to the Business Office within five days. If no log is turned in on a timely manner, charges will be posted to the respective budget, though receipts are still expected to be turned in.**

Customer Service The purchasing card program is serviced using a team approach with the Bank's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist the cardholder with general questions about the purchasing card account. If a card is lost or stolen, Customer Service should be notified immediately and then the Program Administrator.

Credit Rating & Liability

The program does not affect your credit rating in any way. The purchasing card program carries corporate, not individual liability.

Purchasing Card Controls & Procedures

Credit Limits

All purchasing cards have annual cardholder spending limits. Limits may vary for each

cardholder and will be established by the Program Administrator in conjunction with the Budget Manager.

Each cardholder will be given information on the limits of his/her card upon signing up for the program. In order to change limits on any card, please forward a request in writing (via email is acceptable) to the Program Administrator. Upon approval, the Program Administrator will then forward the request to the Bank for processing. ** Please allow 2 to 3 days to process any changes **

Transaction Limits

Your purchasing card may have a single transaction limit. This is the amount available on the purchasing card for a single purchase. Cardholders should not attempt to make a purchase greater than his/her approved amount. It is the cardholder's responsibility to ensure that available credit exists on their card before attempting a purchase by calling the 24-hour Customer Service phone number. Cash purchases in lieu of the P-Card may be subject to non-reimbursement. The Program Administrator must also handle changes to transaction limits, if any.

Restricted Vendors

The purchasing card program will be restricted for use with certain types of suppliers and merchants. If you present your purchasing card for payment to restricted vendors, the authorization request will be declined. Requests to change authorized suppliers of merchants shall be forwarded in writing (via email is acceptable) to the Program Administrator.

Issuance of Purchasing Card

Purchasing cards will be centrally distributed through the business office. When a new card is issued, the bank will send it to the Program Administrator for distribution to the cardholder. Cards will be released to cardholders after training and receipt of a signed cardholder agreement. At year-end, all purchasing cards for campus staff will be collected in May/June as part of the check-out procedures and stored at the district office until the following school year.

Purchasing Card Activation

The cardholder must call Customer Service to activate the purchasing card before using it. Upon receipt of the card, the cardholder should sign the back of the purchasing card and always keep the card in a secure place. **You will need the pin # that is issued to you by the Business Office. Do not use your social security number, it will not work).** For privacy reasons, we have opted to use pin #s, rather than the last four digits of your social security number.

Purchasing Card Receipts

Always obtain a detailed receipt when using the purchasing card. It is every cardholder's responsibility to ensure there is a receipt for each purchase. Detailed receipts must be presented for purchases – **the credit card charge slip is not considered adequate documentation.**

These receipts will be each cardholder's documentation for the purchasing card charges. After approval, the receipts should be forwarded to the Purchasing Specialist.

All receipts will be reconciled with monthly statements and filed for audit purposes after the appropriate payments have been made to MasterCard. If a receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts. If unable to obtain a receipt, the charges may become the personal responsibility of the cardholder and due within 30 days of the purchase to the business office.

Sales and Use Tax

The District is a tax-exempt entity and does not pay sales tax for school-related purchases. The cardholder should present a sales tax exemption form when making a school-related purchase. If the cardholder fails to present a sales tax exemption form at the time of purchase and taxes are charged, the cardholder shall be personally liable for reimbursement of all taxes within 30 days of the purchase.

Returns, Credits, and Disputed Charges

Should a problem arise with a purchased item, every attempt should be made to first resolve the issue directly with the supplier. All returns must be reimbursed by credit to the account; cash refunds are prohibited. Credit slips should be submitted in accordance with district guidelines.

Security of the Purchasing card

The cardholder is responsible for the security of the card. Guard the purchasing card account number carefully. It should not be posted in a work area or left in a conspicuous place. It should be kept in a secure location.

Violations & Consequences

The only person authorized to use the purchasing card is the cardholder whose name appears on the card. The card is to be used for business purposes only. The card is not intended for personal use. Personal purchases will be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities.

Inappropriate use of the card or failure to abide by the Purchasing Card Policies and Procedures will result in revocation of the card and appropriate disciplinary action, including termination of employment.

Employee Termination

The purchasing card must be returned to the Program Administrator or Supervisor upon termination from employment with the Granbury Independent School District.

Lost or Stolen Cards If a purchasing card is lost or stolen, immediately contact the Bank's Customer Service. After contacting the Bank, please notify the Program Administrator. Prompt action can reduce the District's liability for fraudulent activity.

Examples of Acceptable Purchases –

Travel Expenses

Meals associated with Travel

Requires prior approval

Tools/Hardware/Auto Parts (Maintenance Department only)

Office Supplies

Classroom Materials

Food Supplies (For instructional purposes or refreshments for meetings)

Books/Instructional Materials

Computer hardware or software

Examples of Unacceptable Purchases

Services (Of any Type)

Capital Items – any single item with a per unit cost over \$500

Personal Items Cash

Advances

Alcoholic Beverages

These examples are for illustration only. When in doubt, please contact the Program Administrator or Purchasing Specialist for clarification.

COMMONLY ASKED QUESTIONS & ANSWERS

For what types of purchases should I use the purchasing card? The District governs how you can use the purchasing card. The Program Administrator will determine the types of purchases, as well as the maximum dollar amount for which you will be authorized.

In what ways do I benefit from using the purchasing card? When you use the purchasing card, you enjoy reduced paperwork and flexibility

How does the District benefit from the purchasing card program? When employees use the purchasing card, the District enjoys greater productivity as a result of reduced paperwork, and savings from consolidated supplier invoices to one statement.

What should I do if my purchasing card is lost or stolen? Call the Bank's Customer Service immediately, to report the purchasing card missing and request a replacement. And, notify the Program Administrator as soon as possible.

What do I do if a purchase is denied? Your purchase may have exceeded a spending or transaction limit, the District may have excluded that type of supplier or merchant, or the supplier or merchant is not equipped to accept MasterCard as payment. Contact your Purchasing Specialist to determine the reason.

What should I do if I want to change the "per month" or "per transaction limits?" Contact the Program Administrator. Spending limits will not automatically be approved. Every attempt will be made to maintain standard spending limits across various department, program, and employee types.

What should I do if a supplier does not accept the purchasing card? Contact the Purchasing Specialist, who will then contact the Bank. Please provide the supplier's name, address, and phone number.

Will use of the purchasing card affect my credit report? No. The Purchasing card is a corporate liability card, and carries no personal liability for cardholders that use the purchasing card according to District policy and procedure.

Whom should I contact to resolve an error or dispute concerning my account? You should first contact the supplier. Most exceptions or issues can be resolved between you and the supplier. If you cannot resolve an issue with the supplier, contact the Purchasing Specialist for a Dispute Form.

When I use my purchasing card to make a purchase, how is the transaction authorized? When you use the purchasing card to make a purchase, the supplier verifies the account number with the Bank. Your spending limits are checked automatically against District policy and procedure.

**GRANBURY
I.S.D.**

**EMPLOYEE PROCUREMENT CARD
AGREEMENT**

I, _____, hereby request a Granbury ISD Corporate Procurement Card. As a cardholder, I have read, understand and agree to comply with the Granbury ISD Purchasing Card Policies and Procedures.

1. I understand that I am being entrusted with a valuable tool, the corporate procurement card. I will be making financial commitments on behalf of The District. I will obtain the best value for Granbury ISD by using the card wisely and with discretion.
2. I agree to use this card for official approved purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and in appropriate disciplinary action which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the card administrator.
3. Policy violations include, but are not limited to:
 - Purchasing items for personal use or non-district business purposes
 - Exceeding card transaction dollar limits or monthly limits
 - Using the card for travel-related expenses without authorization
 - Failure to turn the card over to the card administrator when appropriate
 - Failure to submit proper documentation (receipts) within 5 days of each purchase
 - Allowing the card to be used by someone else
4. I agree to return the card immediately upon request or upon termination of employment (including retirement and resignation). Should I be transferred, qualify for extended leave or undergo an organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately and arrange for a new one as may be appropriate.
5. I agree that if the card is lost or stolen, I agree to immediately notify Citi-Bank and the Granbury ISD Program Administrator verbally and in writing.

Specific Uses or Restrictions: _____

Employee Signature/Campus/Department

Date

Supervisor Signature/P-Card Administrator

Date

Transaction Limit: \$_____ Monthly Limit: _____ Annual Limit: \$_____

Submit to P-Card Administrator for Authorization

GRANBURY ISD

Non-Travel PURCHASE

TRANSACTION LOG

[Attach to this form all receipts, packing slips, invoice copies, etc.]

Cardholder _____ Campus/Dept. _____ Date _____

Purchas Date	Vendor	Purpose	Total Charge	Budge Code

Grand Total \$ _____

I certify that the above listed items have been purchased by me for the sole and exclusive use of Granbury ISD. I fully understand that personal purchases or other misuses of my procurement card are clear violations of the Granbury ISD Purchasing Card Policies and Procedures and that such violation can result in disciplinary action, termination and/or criminal prosecution.

Cardholder Signature _____ Date _____

Supervisor Approval _____ Date _____