

PURCHASING CARD POLICY & PROCEDURES HANDBOOK

TABLE OF CONTENTS

1. Introduction
2. Card Procedures
 - a. How to Obtain a Card
 - b. How to Cancel a Card
 - c. Card Renewal
 - d. How to Report a Lost or Stolen Card
 - e. Separation from Service
 - f. Purchasing Card Security
 - g. Card Cancellation
3. Acceptable Use of Purchasing Card
4. Unacceptable Use of Purchasing Card
5. Program Restrictions
6. Recourse for Improper Use
7. Cardholder Responsibilities
 - a. Training
 - b. Making a Purchase
 - c. Making a Return
 - d. Recordkeeping
 - e. Statement Reconciliation
 - f. Missing Receipts
 - g. Sales Tax
 - h. Disputed Charges
 - i. Transactions Not Appearing on Statement
8. Purchasing Card Contact Information
9. Related Information
10. Appendices
 - a. Appendix A – Purchasing Card Request Form
 - b. Appendix B – Purchasing Card-Acknowledgement of Receipt of Card and Terms Form

1. INTRODUCTION

Mayflower School District has entered into an agreement with Security BankCard Center to provide qualified employees with a Visa Purchasing Card.

- A Purchasing Card is credit card that enables employees to purchase authorized goods and services on behalf of the Company. The Purchasing Card works like any other credit card. However, the differences are as follows:
 1. Cardholders may have online access to real-time transaction information.
 2. The Coordinator of the Program can make real-time changes such as, increase limits, close cards, as well as, review authorizations and declines.
 3. Additional information about the transaction may be available. For example, what was actually purchased at Lowe's.
- Purchasing cards can be used anywhere VISA is accepted, except for unauthorized vendors that have been specifically blocked from use by the School District. Any vendor from whom you currently purchase goods should be considered a potential vendor of the Purchasing Card.
- School Administrators with the appropriate approving authority may request cards for employees responsible for providing goods and services. Dollar limits for purchases will be set according to approved Purchase Orders.
- Automatic restrictions may be setup on individual cards.
 1. For instance: Sam Smith is only allowed to purchase Office Supplies. Therefore, if Sam tries to use his card at a gas pump, it will be declined by Visa and the company will be able to view the decline online.
- The purchasing cards are NOT for personal use or unauthorized purchases.
- All purchasing cards are issued through the Central Office.
- Purchased Orders are to be used for all purchases.
- Card usage will be audited and may be rescinded at any time. The authorized cardholder is the only person who may use the Purchasing Card. After completion of a training session with the Purchasing Card Coordinator, you will receive your card.
- Recordkeeping is essential to ensure success of this program. Standard payment policies require retention of receipts, and other documentation. As with any credit card, you must retain original, itemized sales slips, cash register receipts, invoices or any other pertinent documentation.
- The Purchasing Card is to be used in accordance with the guidelines established within this Handbook and used according to preapproved Purchase Orders. You are to treat this program with the same sense of responsibility and security you would use with your personal credit cards.

2. CARD PROCEDURES

How to Obtain a Card

- An administrator or Director must indicate approval by completing and signing the Purchasing Order and requesting the use of a Purchase Card. The request must go a Purchasing Card Coordinator in the Central Office in a timely manner.
- The Purchasing Card Coordinator will order the card, arrange for cardholder training, and will notify you when it is available to be picked up. Prior to receipt of the card you must read the Purchasing Card Procedures Handbook and sign the Purchasing Card-Cardholder Agreement Form (Appendix B).
- When you receive the card keep it in a secure place. Although the card is issued to you, it is the property of ***School District*** and is only to be used for ***School District*** purchases as defined in this Handbook and an approved Purchase Order.

How to Cancel a Card

- Contact a Purchasing Card Coordinator in the Central Office.

Reporting a Lost or Stolen Card

- The cardholder must notify his or her immediate supervisor of the lost or stolen card immediately after discovering the card missing. If the Administrator or Director is not available, a Purchasing Card Coordinator at the Central Office must be notified. The Administrator or Director is to notify a Purchasing Card Coordinator at Central Office immediately.
- Should a lost or stolen card be subsequently discovered by the cardholder, the card shall be cut in half and sent to the Purchasing Card Coordinator in Central Office.

Cardholder Separation from Service

- Prior to separation from the School District, the cardholder shall surrender the purchasing card with the proper receipts and expense report documenting each transaction.

Purchasing Card Security

- Always keep the card in a safe place. The Purchasing Card shall only be used by the authorized cardholder. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.**
- The cardholder is responsible for all transactions procured with their card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner that a cardholder safeguards his or her personal banking information. Although the card is issued to an individual, it is the property of *the School District*.

Card Cancellation

- The School District reserves the right to cancel any card at any time. Cardholders who misuse the Purchasing Card may be subject to disciplinary action, legal action, and/or termination.

Misuse of the purchasing card includes and not limited to:

1. Purchase of unauthorized item(s).
2. Use of the purchasing card by someone other than the cardholder.
3. Fraudulent or inaccurate recordkeeping.
4. Failure to obtain original, itemized receipts.
5. Failure to follow the preapproved Purchase Order.
6. Purchasing items for personal use.

3. ACCEPTABLE VISA CARD PURCHASES

- The following information provides examples of purchases that are appropriate for the purchasing card:
 1. Preapproved expenses in emergencies.
 2. Preapproved Purchase Order expenses.

This list is not intended to be all inclusive. If you have specific questions, please call the Purchasing Card Coordinator for assistance.

4. UNACCEPTABLE VISA CARD PURCHASES

The following items define where the purchasing card is NOT appropriately used:

1. Alcoholic beverages
2. Tobacco
3. Lottery Tickets
4. Cash Advances
5. ATM withdrawals
6. Gift certificates or gift cards
7. Any personal purpose

This list is not intended to be all inclusive. If you have specific questions, please call the Purchasing Card Coordinator for assistance.

5. PROGRAM RESTRICTIONS

- Each VISA Purchasing Card has been assigned a transaction and/or monthly credit limit determined by the Purchasing Card Coordinator or administration. All change requests must be submitted to the Purchasing Card Coordinator.
- The Purchasing Card will be accepted for purchases of generally approved goods and services.
- Levels of credit authorization are in place to clearly define the individual purchasing limit controls. Each cardholder will have a transaction limit and/or monthly limit.
- If your card is declined by a merchant and you feel the decline should not have occurred, contact the Purchasing Card Coordinator. Do NOT ask the cashier to “try it again”. This is a fraud red-flag and could (after 3 times) lock your account from any other charges. If this occurs Security BankCard Center must unlock the account.

6. RECOURSE FOR IMPROPER USE

- In the event that improper usage of the Purchasing Card is discovered, written notification will be sent from the Purchasing Card Coordinator with a copy given to the supervisor of the cardholder.
- Corrective action may occur up to and including termination.
- School District Personnel Handbook and State Laws will be followed.

7. CARDHOLDER RESPONSIBILITIES

- As the person whose name appears on the Purchasing Card, you are responsible for keeping track of how the card is used, and for keeping it safe. And just like any credit card, you should protect against fraudulent use of the card.
- You must keep the original receipts for ALL purchases made with your Purchasing Card. Specifically, be sure to keep original, itemized cash register tapes, invoices showing detail of items purchased, or other relevant documentation. Your receipts help you reconcile account activity to Cardholder Statement.
- Training will be provided prior to a Purchasing Card being issued to the cardholder. During the training session, cardholders must read and sign the Acknowledgement of Receipt of the VISA Purchasing Card and Terms of Revocation Form prior to cards being issued.
- When utilizing the card to purchase supplies and materials, the cardholder will follow the pre-approved Purchase Order.
- If an item is not satisfactory, received in error, damaged, defective, duplicate order, etc., the following steps should be followed:
 1. The cardholder contacts the vendor to obtain authorization to return the item(s). Every vendor is different for return policies; make sure the return meets the vendor’s criteria without incurring a restocking fee or shipping and handling fees. If available, the item(s) to be returned should be re-packed in original manufacturer’s packaging.
 2. If a vendor has not replaced or corrected the item by the statement cutoff date, then the purchase of that item will be considered in dispute. Contact the Purchase Card Coordinator to assist with completing a Dispute form. Go to www.securitybankcard.com. Click on COMMERCIAL CARDS and select the Disputes link. Complete the form and submit as requested.
 3. Auditing procedures require retention of receipts and other documentation. As with any transaction you must retain the original itemized sales slips, cash register receipts, invoices, order forms and receiving documents.
 4. Submission of receipts/documentation should be provided in three days.
 5. If a transaction receipt is misplaced or not received, the cardholder shall be responsible for contacting the vendor and obtaining a duplicate copy of the receipt.
 6. Disputed billing can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicated charges, credits not processed, etc.

7. The cardholder is responsible for contacting and following up with the vendor on any erroneous charges or disputed charges as soon as possible. Most issues can be resolved this way.

8. PURCHASING CARD CONTACT INFORMATION

Contact	Name	Email Address	Phone Number
Purchasing Card Coordinator	General Business Manger		470-0506
Security Bankcard Center	Customer Service	companycards@securitybankcard.com	800-356-8085

APPENDIX B

ACKNOWLEDGEMENT OF RECEIPT OF THE VISA PURCHASING CARD AND TERMS OF REVOCATION FORM

I agree to accept responsibility for the protection and proper use of the Purchasing Card in accordance with the terms and conditions below and in accordance with the Purchasing Card Procedures Handbook.

1. I understand that I will be making financial commitments on behalf of Mayflower School District and will seek to maximize the purchasing value.
2. I understand that personal purchases are not allowed on the Purchasing Card, and I agree to use the Purchasing Card for the purchase of items for use in official business only. All purchases must comply with the purchasing policies. I understand that examples of items not to be purchased with the Purchasing Card are included in the Purchasing Card Handbook; however, I also understand this list is not all inclusive and that if I have a question about a purchase I will go to my supervisor for approval.
3. I understand that I shall be personally liable for the inadvertent/improper use of the Purchasing Card, and I agree to pay the cost of such use, (other than improper use as the result of a **lost or stolen card** which was immediately reported as required in the Purchasing Card Procedures Handbook), including fees and interest assessed against the improper purchase.
4. I understand that improper use of the Purchasing Card may be cause for disciplinary action, including termination, and that improper use of the Purchasing Card may subject me to criminal prosecution.
5. I also understand that if there are amounts, which are attributable to my improper use of the Purchasing Card, I agree to reimburse the School District.
6. I agree to abide by the guidelines contained in the Purchasing Card Handbook.
7. I understand that failing to follow the Purchasing Card program guidelines may be deemed an improper use of the card and could result in revocation of the Purchasing Card and appropriate disciplinary action, which may include termination.
8. I agree to provide original, itemized receipts from the supplier for each transaction made on the Purchasing Card no later than 3 business days from date of purchase or 3 business days from return from a school related activity, as required in the Purchasing Card Handbook. Failure to report or document any purchase may be deemed an improper use of the Purchasing Card.
9. I understand that should my employment with Mayflower School District terminate for any reason, the Purchasing Card must be returned to the Central Office.
10. I also understand that Mayflower School District may withdraw authorization to use the Purchasing Card and require the return of the Purchasing Card at any time for any reason. If the Purchasing Card is lost or stolen, I agree to notify my immediate supervisor and the Business Department immediately.
11. I have access to the Purchasing Card Handbook, have read the handbook, have received instruction on the Purchasing Card Program and understand the requirements for Purchasing Card use.

By signing below you are acknowledging you have read the Purchasing Card Handbook and will abide by the Policies and Procedures discussed herein.

Cardholder Signature _____

Date _____

Program Administrator Signature _____

Date _____