

# **The School District of Westfield**

## **Purchasing Card Program Cardholder Manual**



## INTRODUCTION

---

Welcome to the School District of Westfield Purchasing Card program!

On behalf of the School District, we encourage you to participate in the School District of Westfield Purchasing Card program (“P-Card”). We believe that each member’s time is valuable and we believe the P-Card program contributes directly to enabling you to streamline your department’s purchasing needs.

This manual is designed to acquaint you with information about the P-Card program’s policies and procedures. You should read, understand, and comply with all provisions of the manual. It describes many of your responsibilities as a team member and outlines the processes and procedures to facilitate secure, timely and accurate purchasing transactions. One of our objectives is to provide purchasing channels that empowers our employees to make sure our resource needs are met to deliver quality services to our students while at the same time providing the necessary financial controls to safeguard our district’s assets.

The P-Card manual cannot anticipate every circumstance or question. The School District of Westfield may revise, supplement, or rescind any policies or portion of the manual from time to time as the organization deems appropriate.

## CODE OF CONDUCT

---

The Code of Conduct for the School District of Westfield 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 district gains the maximum value and quality for each purchase.
- **Supplier Gifts**  
Decline all personal supplier gifts offered.
- **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 agreement prior to receiving a P-Card.
- **Personal Use of P-Card**  
Only authorized business purchases may be completed with the P-Card and any personal purchases is strictly prohibited.
- **P-Card Security**  
The P-card is the property of the School District of Westfield and as such should be retained in a secure location. An employee may use the P-card when traveling on business on behalf of the School District of Westfield; otherwise, it should not be retained in the employee's purse or billfold. This practice reduces the possibility of the P-card being lost or stolen.
- **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 district policy, all suppliers should be offered an equal opportunity to participate in the organization's purchase programs within federal and state statutory regulation.
- **Supplier Disagreements**  
If a disagreement occurs with a supplier, the employee should make every effort to reach a reasonable and equitable settlement to the dispute. If it is not possible to settle the disagreement under reasonable circumstances, then submit the dispute to arbitration with an independent, impartial third party.

- **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 district policy as it relates to the P-Card program.
- **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 the District Office 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.

## ACKNOWLEDGMENT FORM

---

The P-Card manual describes important information about the School District of Westfield 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 the School District of Westfield 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. I understand that violations of the P-Card Program Manual will result in immediate suspension from the P-Card Program and will include disciplinary actions that may include termination of employment.

The following information is required to request a P-Card.

\_\_\_\_\_  
CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CARDHOLDER'S NAME  
(TYPED OR PRINTED)

\_\_\_\_\_  
CARDHOLDER'S  
DATE OF BIRTH

The following information will be needed to activate your card when it arrives and/or use to confirm your identity if you ever need to call BMO P-Card Customer Service.

\_\_\_\_\_  
CARDHOLDER'S HOME PHONE#

CARDHOLDER'S EMAIL = this will be your school district email address

CARDHOLDER'S COMPANY PHONE# = 608-296-2141

# 1 Cardholder Setup & Activation

---

## 1.1 Overview

The purchasing card program is designed to assist the district in reducing its reliance on requisitions, purchase orders, petty cash funds, paper checks, and reduces 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 District Office 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 district are allowed to participate in the program. Each cardholder has the responsibility to review, reconcile and submit their monthly account statement with the appropriate receipts and signatures for processing and payment by the due date.

All policies outlined in this manual and the district'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 the School District of Westfield 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 Cardholder Setup

A new participant in the P-Card program must complete the P-Card Application and obtain the appropriate authorizations. The application must be submitted to the P-Card administrator by the applicant's principal or immediate supervisor. Once the application has been approved by the P-Card administrator and the bank has processed the request, an account for the cardholder may be established.

The new participant must also sign the P-Card Agreement that outlines the responsibility of the cardholder while in possession and use of the P-Card. In addition, the participant is required to read the Code of Conduct for the program and adhere to the principles in the policy. Both of these documents must be completed and signed prior to the release of the P-Card to the cardholder from the P-Card administrator.

---

## 1.3 Activation of Account

To activate your P-Card follow the instructions below.

1. Use the website on the label affixed to the card.
2. When prompted enter your card number, expiration date, and 3 digit code.
3. You will then be prompted for personal information which will identify you as the cardholder in possession of the P-Card.

## **2 Purchasing Guidelines and Limits**

---

### **2.1 Overview**

The School District of Westfield only allows certain purchases to be made using the P-Card. All purchases must be made in compliance with the guidelines set forth in this manual and also all district policies. 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. The School District of Westfield will perform periodic audits electronically and manually to verify adherence to this policy.

---

### **2.2 Allowable Purchases <examples only – this is not an exhaustive list>**

- 2.2.1 General Supplies
- 2.2.2 Lodging & Meals
- 2.2.3 Capital Purchases for items less than \$20,000 (as permitted by the School District of Westfield capital expenditure policy)
- 2.2.4 Dues for associations
- 2.2.5 Subscriptions for school purposes only
- 2.2.6 Computer hardware and software
- 2.2.7 Meeting/convention expenses

---

### **2.3 Prohibited Purchases with the P-Card <examples only – this is not an exhaustive list>**

- 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 Fuel
- 2.3.9 Employment ads
- 2.3.10 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. 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) and credit card transaction receipts. Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the cardholder and the vendor. Upon completion of the reconciliation, the cardholder must initial each purchase on the monthly statement documenting their agreement with the transactions appearing on their account statement.

### **3.2 Reconciling**

- 3.2.1 Cross reference each transaction documented in the cardholder's transaction log to the month end account statement
- 3.2.2 Verify amounts charged
- 3.2.3 Verify payment of a prior period balance
- 3.2.4 Notify the District Office immediately for any un-posted payments from the prior month's cycle resulting in late fees to the account
- 3.2.5 Attach the transaction log to the account statement along with your purchase receipt documentation

### **3.3 Examples of Receipt Documentation**

- 3.3.1 Cash register receipt
- 3.3.2 Airline itinerary and sales receipt (if an electronic "e-ticket" attach the boarding pass document)
- 3.3.3 Itemized hotel bills



## **4** Billing & Payment

---

### **4.1 Overview**

The School District of Westfield receives a single account statement from its P-Card bank administrator on the 21st of each month. The cardholder must submit their reconciled account statement by the 27<sup>th</sup> of each month to the District Office with the appropriate approvals and documentation.

Any account statements deficient of the proper approvals and documentation will be returned to the cardholder's principal or immediate supervisor to be resubmitted appropriately. If a cardholder is consistently delinquent in submitting their reconciled account statement to the District Office, the P-Card administrator may review their status as a participant in the program and suspend their privileges until an adequate resolution is achieved.

## **5** Disputed Transactions

---

### **5.1 Overview**

At times there might be disputed transactions appearing on a cardholder's account statement. The dispute may arise due to non-delivery of the goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges or defective merchandise. When this occurs the cardholder must complete a Disputed Statement Form documenting the reason for the disputed item and other transaction details. The cardholder must submit the form directly to the bank and should also notify the vendor of the discrepancy. The cardholder is responsible for resolving the disputed item with the vendor.

If a vendor does not issue a credit for a returned item within 30 days of the return, cardholder must also complete the Dispute Statement Form as notification to both the bank and the vendor. Any disputes that cannot be resolved by the cardholder directly with the vendor may contact the bank for assistance.

#### Contact Information

Telephone> 1-800-263-2263

The bank must be notified of all disputed transactions within 30 days of the statement date.

**NOTE ON RETURNED ITEMS:** Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to determine that proper credit is posted for any returned item

## **6 Travel & Entertainment using the P-Card**

---

### **6.1 Overview**

A cardholder must have the travel and entertainment purchase option enabled in their account profile in order to use their P-Card for such expenses. All travel must be booked through the School District of Westfield and the appropriate documentation attached to each account statement submitted to the Accounts Payable Department for payment. The cardholder must adhere to the district's Travel and Entertainment Policy guidelines and procedures. All travel and entertainment must be for business purposes only and any personal use is strictly prohibited.

### **6.2 Travel & Entertainment Tips**

- 6.2.1 The P-Card should not be used for gasoline for your personal vehicle when it is used for business purposes. Business travel incurred when using your personal vehicle will be reimbursed by claiming mileage on your expense report. If you are traveling with a rental car, then gasoline may be purchased using the P-Card.
- 6.2.2 The P-Card may be used to pay itemized hotel bills
- 6.2.3 The organization does not provide ATM privileges with its P-Card program. Any cash needed while traveling must be either from personal funds that are reimbursed upon submitting an expense report.
- 6.2.4 All entertainment must be for a business purpose and documented as to the participants and location.

# **7 Audits**

---

## **7.1 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 principal or immediate supervisor will be contacted and disciplinary action assessed based on the type of violation.

---

## **7.2 Violations**

- 7.2.1 Intentional splitting of transactions to circumvent the credit limit including single day and single transaction limits.
- 7.2.2 Consistently delinquent accounts submitted for processing and payment.
- 7.2.3 Personal use of the P-Card.
- 7.2.4 Allowing an unauthorized user to use the P-Card.
- 7.2.5 Purchase of prohibited products, service or merchandise outlined in the organization's policies and in this manual.
- 7.2.6 Failure to pay inadvertent personal charges on the P-Card.
- 7.2.7 Fraudulent transactions with a vendor.
- 7.2.8 Violation of the organization's Purchasing Policy

## **8** Lost or Stolen Cards

---

### **8.1 Overview**

If your card is lost or stolen, the cardholder must immediately contact the Bank and 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. A new card will be issued upon completion of an application and indicate that the card is a replacement.

---

### **8.2 Card Security Tips**

- 8.2.1 When you are not traveling on organization business, the card should be retained in a secure location other than your personal billfold or purse.
- 8.2.2 A canceled card should be destroyed by cutting it up into several pieces prior to disposal.
- 8.2.3 When presenting your card for purchases, provide your driver’s license to identify you as the authorized user of the card.
- 8.2.4 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.
- 8.2.5 Do not provide your card account number to unsolicited marketing calls.

# 9 District Monthly Reconciliation

---

## 9.1 Overview

Monthly statements are delivered on the 21<sup>st</sup> of the month and are due back to the district office before payment is due on the 27<sup>th</sup> of the month.

---

## 9.2 Statement Tips

9.2.1 Statement should only include allowable purchases – general supplies, lodging, dues and fees.

9.2.2 All sales tax and inadvertent personal charges should be paid for with cash or a personal check, attached to the statement.

9.2.3 An employee P Card will be revoked for 12 months after three strikes. Strikes include:

- Losing your P Card
- Turning a statement in late
- Coding incorrectly or not matching the coded amounts with the statement amount
- Making a prohibited purchase (personal purchases, alcohol, tobacco, and fuel)
- Missing receipts
- Having sales tax on a purchase and the employee not catching it and attaching personal payment to the statement

9.2.4 Procedure for submitting P-Card Statement to the District Office.

- Staple all receipts, in upper left corner, in order, to the back of the statement
- Properly total and code the amounts
- Turn in before the deadline
- If applicable, complete a Student Activity Fund Payment Order and attach related receipts to the back