



THE SCHOOL DISTRICT OF SPRINGFIELD R-12

**PURCHASING CARD
PROCEDURES
FY2022**

Effective July 1, 2017
(Last Reviewed 07/01/21)
(Last Revised 07/01/21)

The Purchasing Card Procedures manual encompasses procedures involving the Purchasing Card. For a comprehensive listing of Financial Procedures, see the [Financial Procedures Handbook](#).

**SCHOOL DISTRICT OF SPRINGFIELD R-12
PURCHASING CARD PROCEDURES**

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• INTRODUCTION

The School District of Springfield R-12 (District) has entered into an agreement with our Purchasing Card vendor to provide qualified district employees with a District Purchasing Card.

A purchasing card is a corporate liability charge card, which means purchases are paid directly by our Purchasing Card vendor, rather than the District. This streamlines the payment process while increasing efficiency in processing selected purchases.

Purchasing cards can be used anywhere it is accepted, except for unauthorized vendors that have been specifically blocked from use by District staff. Any vendor from whom the District currently purchases goods and services should be considered a potential purchasing card vendor.

Any administrator with appropriate approving authority and who is also responsible for the budget from which P-Card purchases will be made may request cards for employees to purchase goods and services by signing a Purchasing Card Application (Appendix A). Dollar limits for purchases will be set on this form.

Approved cardholders will be required to sign the following forms:

Purchasing Card Application (Appendix A)

Authorization to Collect For Unauthorized Purchasing Card Charges (Appendix B)

Acknowledgement of Receipt of the District Purchasing Card (Appendix C)

The purchasing card is to be used in accordance with the guidelines established within this procedure document. Cardholders are to treat this program with the same sense of responsibility and security as with personal credit cards. **The purchasing cards are NOT intended to circumvent the appropriate purchasing, approval, or payment process and are not for personal use or unauthorized purchases.**

All purchasing cards are issued through the Business Services Department. P-Card transactions will be reviewed and P-Cards may be rescinded at any time. The authorized cardholder is the only person who may use the purchasing card.

Record keeping is essential to ensuring the success of this program. Standard payment policies require retention of original itemized receipts and other documentation. **As with any credit or charge card, cardholders must retain original itemized sales slips, cash register receipts, invoices, order forms, and receiving documents. Purchasers who cannot produce original itemized receipts will be charged personally for that purchase.**

• CARD PROCEDURES

A. How to Obtain a Card

A completed Purchasing Card Application (Appendix A) must be completed and signed by cardholder and given to their administrator for approval. By signing the Purchasing Card Application, the cardholder is acknowledging they have read, understand, and agree to the purchasing card program procedures. Once approved by administrator, the Purchasing Card Application (Appendix A) along with a signed Authorization to Collect for Unauthorized Purchasing Card Charges form (Appendix B) are to be submitted to the Purchasing Card Coordinator in the Business Services Department.

The Purchasing Card Coordinator will order the card and will notify the cardholder when it is available for pick up. Prior to receiving the P-Card, the cardholder must sign the Acknowledgement of Receipt of the Purchasing Card and Terms of Revocation Form (Appendix C). A district ID must be presented to the Purchasing Card Coordinator at time of pick up for card to be released.

Cardholder must sign the back of the card immediately upon receipt and always keep it in a secure place. Even though the P-Card is issued in the cardholder's name, it is the property of the District and is only to be used for District purchases as defined in these procedures.

B. How to Cancel a Card

The card should be cut in half and forwarded to the Purchasing Card Coordinator.

C. Card Renewal

A renewal card will automatically be mailed to the Purchasing Card Coordinator. Cardholders will be notified when the card is available for pick up in the Business Services Department. Cardholders must pick up their card in person with a District ID.

D. Reporting a Lost or Stolen Card

If a purchasing card is lost or stolen, immediately notify Purchasing Card provider at phone # on back of card and the Purchasing Card Coordinator in the Business Services Department.

P-Card representatives are available 24 hours a day, seven days a week at the phone # on back of card. Inform the representative that the call is regarding a Corporate Purchasing Card. Prompt action in these circumstances is very important to reduce the District's liability for fraudulent charges.

The cardholder must also notify his/her immediate supervisor of the lost or stolen card and the Purchasing Card Coordinator in the Business Services Department within one (1) business day after discovering the card is missing.

If a lost or stolen card is subsequently discovered by the cardholder, the card must be cut in half and sent to the Purchasing Card Coordinator in the Business Services Department.

E. Fraud

If the Purchasing Card provider suspects fraudulent charges, the cardholder will be contacted by the providers Fraud Department to verify charges. A temporary block will be placed on card until the cardholder calls phone # on back of card to verify charges. If a cardholder suspects a fraudulent charge on their purchasing card, they should immediately notify the Purchasing Card provider at phone # on back of card. If charges are confirmed as fraud, the card will be cancelled and cardholder will need to contact the districts Purchasing Card Coordinator to request a new card.

After notification of fraud, the Fraud department will create a case and issue fraud documentation to the Purchasing Card Coordinator to receive credit for the fraud charges. The Purchasing Card Coordinator will maintain fraud documentation until credit is received and will then file with cardholders transactions.

F. Cardholder Separation from Service

Prior to separation from the District, the cardholder must surrender the purchasing card to his or her immediate supervisor. The supervisor will cut the card in half, and forward the card to the Purchasing Card Coordinator in the Business Services Department.

G. Cardholder Location Change

If a cardholder changes positions within the district to a new school/site, notification should be sent to the Business Services office to cancel existing P-card. To request a P-card under new school/site, complete a Purchasing Card Application and have approved by new administrator. Once approved, send completed form to Business Services to have new P-card issued.

H. Purchasing Card Security

Cardholder should always keep the card in a safe place. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.** The cardholder is responsible for all transactions procured with the 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 credit information. Although the card is issued in the individual's name, it is the property of Springfield R-12 School District.

I. Card Cancellation

The 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:

- Use of the card for personal purchase(s)
- Purchase of unauthorized item(s)
- Use of the purchasing card by someone other than the cardholder
- Fraudulent or inaccurate recordkeeping
- Failure to obtain original itemized receipts

J. Department Cards

Department Cards may be requested by schools/departments for use by individuals in a school/department that do not have enough usage to justify having their own district purchasing card. Department cards are to be requested at the discretion of the administrator for each school/department.

- Completed Purchasing Card Application (Appendix A) with administrator approval must be submitted to the Purchasing Card Coordinator in the Business Services Department.
- Once the application has been approved and card received, a completed Acknowledgement of Receipt of Department Purchasing Card(s) (Appendix G) must be signed by both the reconciler and administrator before card will be released.
- The Acknowledgement of Receipt for Department Purchasing Card(s) (Appendix G) must be resigned at the beginning of each fiscal year if either the Administrator or Reconciler are new.
- Department cards must be kept in a secured locked location in the administrative offices for the school/department.
- A department card log is to be maintained at each school/department for each department card [Department Card Log](#).
- Authorization to Collect for Unauthorized Purchasing Card Charges form (Appendix B) is to be signed by any employee who checks out the department card for use and form saved by financial secretary.
- Department card #'s are not to be saved in vendor web sites for future purchases. They are meant to be used for one time purchases only.
- It is the responsibility of the reconciler and/or administrator at each school/site location to train staff on proper use of department cards and obtain the Authorization to Collect for Unauthorized Purchasing Card Charges form (Appendix B) from each staff member who uses a department card.

K. Yearly Review of P-card activity

At the beginning of each fiscal year, the Business Services office will do a review of all purchasing card transactions for prior fiscal year to review usage and limits for all active cardholders.

- Cards with less than 10 transactions for the prior year may be recommended to be cancelled and cardholder requested to use a department card.
 - Emails will be sent to each cardholders' administrator indicating recommendation and administrators will be given an opportunity if they feel the cardholder needs to have an individual card to provide an explanation that will be taken under consideration.
 - Once the list of cards has been determined for cancellation, an email will be sent to those cardholders and their administrators copied notifying them of cancellation and date of action.
- Cards whose monthly transactions total is historically less or more than their current monthly limit may be recommended to have their limit adjusted to their actual usage.
 - Emails will be sent to all cardholders notifying them of completion of review and any cards receiving limit adjustments will be receiving an additional email notification on the date of action with new limit. Instructions will also be provided on how to view credit limits.

- **ACCEPTABLE PURCHASING CARD PURCHASES**

The following information provides examples of purchases that are appropriate for the purchasing card:

- Travel, conference expenses
- Approved supplies for cardholder's building, department or program
- Conference and seminar registrations
- Craft supplies
- Book stores
- Instructional games and toys
- Federal Express, United Parcel Service, United States Postal Service expenses
- Other miscellaneous authorized items
- Hardware stores
- Discount stores
- Gift certificates or gift cards for the benefit of students that are funded by student activity funds (See [Business Services Procedures](#) for documentation required on gift cards)

This list is not intended to be all inclusive. Cardholders with specific questions should ask their administrator for approval of purchase or call the Purchasing Card Coordinator for assistance.

- **UNACCEPTABLE PURCHASING CARD PURCHASES**

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

- Alcoholic beverages
- Tobacco
- Lottery Tickets
- Cash Advances
- ATM withdrawals
- Computer purchases
- Software memberships/accounts, unless approval is granted by the Director of Information Technology
- Gift certificates or gift cards except as noted above
- Any personal purpose
- Gasoline for a privately owned vehicle
- Gratuity that exceeds 20 percent
- Capital equipment (Generally defined as equipment over \$3,000)
- Software memberships/accounts unless approval is granted by the Director of Information Technology
- Any purchase that violates the district's purchasing policies and procedures
- Review [Staff and Board Member Travel Procedures](#) for additional travel purchases that are unallowable

This list is not intended to be all inclusive. Cardholders with specific questions should ask their administrator for approval of purchase or call the Purchasing Card Coordinator for assistance.

- **FURNITURE**

Furniture purchases are not to be ordered on the District Purchasing Card. All request for capital projects and controlled supply purchases are to be submitted through School Dude Capital Planning work order system. Capital purchases include all major repairs, renovations that extend the life and significantly enhance facility or grounds, and equipment, including vehicles, over \$3,000/item. Controlled supplies include furniture items, cafeteria tables, and whiteboards.

For information regarding the School District of Springfield R-XII's Capital Projects & Controlled Supply Request Procedures, please refer to the Capital Projects & Controlled Supply Request Procedures Manual.

- **PROGRAM RESTRICTIONS**

Each Purchasing Card has been assigned a single transaction and monthly credit limit. All limit changes must be submitted by filling out the Request to Change Limits on Purchasing Card form (Appendix D) and submitting the form to the Purchasing Card Coordinator.

Levels of credit authorization are in place to clearly define the individual purchasing limit controls. Each cardholder will have a transaction limit and monthly limit. Transaction limits are listed on the Acknowledgement of Receipt of the District Purchasing Card and Terms of Revocation Form. Transactions falling outside the assigned level will be declined at the point of sale.

Under no circumstances may purchases be divided in an attempt to circumvent the limits placed on the purchasing card.

The P-Card will be accepted for purchases of generally approved commodities. Businesses determined not to offer products commonly accepted for the use of staff of the Springfield R-12 School District have been blocked from accepting the purchasing card. The blocking of merchants is accomplished through the use of Merchant Category Codes, which are used in the authorization and settlement systems to identify the type of merchant.

If a card is declined by a merchant and the cardholder feels the decline should not have occurred, the cardholder should contact the Purchasing Card Coordinator.

- **RECOURSE FOR IMPROPER USE**

In the event that improper use of the P-Card occurs, any or all of the following may occur; written notification sent from the Purchasing Card Reviewer with a copy given to the cardholder's supervisor, cardholder will be required to attend additional training, and/or revocation of the P-Card in addition to any legal or disciplinary action deemed necessary. Determination of revocation will be at the discretion of the Director of Business Services or the Executive Director of Business Services.

- **CARDHOLDER RESPONSIBILITIES**

The cardholder whose name is on purchasing card is responsible for keeping track of how the P- Card is used and for keeping the card safe. While the cardholder won't be responsible for actually paying the account, he/she must keep records of purchases made. Just like any credit card, the cardholder should protect against fraudulent use of the P-Card.

The cardholder must keep the original itemized receipts for **ALL** purchases made with the purchasing card. Specifically, the cardholder should keep original itemized cash register tapes, invoices showing detail of items purchased, shipping documents, or other relevant documentation.

Cardholders are also responsible for the following:

A. Training

- After you have been approved for a P-Card, you will receive an email from the Purchasing Card Provider for you to create your user login.
- Training will be provided prior to a purchasing card being issued to the cardholder.
- The cardholder must read the P-Card Procedures and sign the application stating that he/she understand and agrees to adhere to the established procedures.
- After completing the training session, cardholders must read and sign the Acknowledgement of Receipt of the Purchasing Card and Terms of Revocation Form (Appendix C).
- When the P-Card is received, the cardholder must sign the back of the card.

B. Making a Purchase

- When utilizing the P-Card to purchase supplies and materials, the cardholder will check as many sources of supply as reasonable to assure best price and delivery and will request the District's discount from vendors when appropriate.
- The cardholder will advise the vendor of the District's tax exempt status and will not pay Missouri sales tax.
- If the order is purchased by mail, fax, telephone, or internet, the merchandise must be sent to the District address of the cardholder placing the order.

C. Making a Return

- 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; the cardholders should ensure 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 packing.
 2. For local orders, the original receipt should be returned to the vendor along with the product in the original packaging. Cardholder should contact the Business Services Department for the original receipt if it has already been submitted.
 3. When an item has been returned and a credit received, the original itemized receipt and the credit receipt must be sent to the Business Services Department.
 4. If a vendor has not replaced or corrected the item by the cycle cutoff date, then the purchase of that item will be considered in dispute. The cardholder should report the disputed item to the school/department P-Card reconciler for that month's charges and should also contact the Purchasing Card Coordinator in the Business Services Department.

D. Request to Change Limits

- All cards have a single limit transaction of \$999.99
- All cards have a monthly limit transaction that varies depending on the usage of cards
- Available balances on monthly limits can be viewed by logging on to the ControlPay website and selecting "show" by "Recent Activity" on the home page

E. Review of P-Card transactions

- Receipts must be submitted to reconciler in a timely matter so that the reconciler and administrator have time to review and meet the due date for paperwork to be in the Business Services office.
- At the end of cycle, site reconciler will provide a printed copy of Transaction Envelope to cardholder. Cardholder will review and if all transactions are accurate will sign off on printed copy as approved and return to reconciler.

F. Cardholder Recordkeeping

- Recordkeeping is an essential component of the purchasing card program. Standard auditing procedures require retention of receipts and other documentation. As with

any transaction for district purposes, the cardholder must retain the **original itemized** sales slips, cash register receipts, invoices, order forms, and receiving documents.

- If the purchase is made via telephone or mail, the cardholder should require the merchant to include a receipt with the product when it is shipped or request the merchant to fax or email a receipt to the cardholder.
- Packing slips should also be obtained when the shipment is received whenever possible to document the purchase.

G. Cycle Reconciliation

- Cycle cut-off is the 20th of each month. The billing cycle posts at midnight on the 20th of each month unless the 20th is a weekend or holiday. In that instance, the cycle will close on the following business day.
- Cardholders must submit original itemized receipts for all transactions made on the purchasing card during that month to the school/department P-Card reconciler no later than due date listed on [Purchasing Card Due Dates](#). The receipts must be reconciled to the transaction envelope by the school/department reconciler and then given to the cardholder's supervisor to approve.
- During the reconciliation phase, the school/department P-Card reconciler will have the option to change the GL account code to be allocated for the purchase.
- Reconciled transactions with proper approval and appropriate documentation must be delivered to the Business Services Department by the due date.

School/department P-Card reconcilers not working in the summer must complete May cycle reconciliations prior to leaving for summer break AND must make arrangements to meet reconciliation/paperwork deadlines for June, July, and August. If the reconciler is out on leave, the administrator must make arrangements to have a backup for this position so that the approved transaction envelopes with itemized receipts are received by the Business Services department by the purchasing card due dates.

H. Missing Receipts

- If a transaction receipt is misplaced or not received, the cardholder is responsible for contacting the vendor and obtaining a duplicate copy of the receipt. Failure to submit itemized receipts may result in a payroll deduction in the amount of the purchase from the cardholder's wages. See Appendix H for instructions regarding missing receipts.

I. Meals

- Sales tax is allowed for non-catered meal expenditures.
- Gratuity should not exceed 20% of meal purchase.
- Meal charges that are deemed to be excessive, will be limited to the per meal per diem rate for the geographical location of travel. The per diem rates for geographical locations can be found at www.gsa.gov/travel/plan-book/per-diem-rates. The per diem rates include both taxes and tips for meals and will be assessed on a per meal basis. Reimbursement will be required for amounts over the per diem.
- If a group meal is purchased, all persons (groups) present at the meal must be identified, along with meal's business purpose and submitted with the itemized receipt.
- Meals associated with administrative supervision when there is no overnight travel involved, are only allowable if the function being supervised is outside the district boundaries.
- Meal purchases incurred during travel should follow the procedures established in the [Staff and Board Member Travel Procedures](#).

J. Travel Expenses

- P-Card Travel Charges Form (Appendix E) should be completed and attached to travel receipts along with copy of agenda when there are multiple receipts for a trip.
- Travel expenses should follow the procedures established in the [Staff and Board Member Travel Procedures](#).

K. Sales Tax

- Purchase of supplies by public schools for their own use is generally exempt from sales tax. The exemption applies to the school, not the individual making the purchase.
- The cardholder is responsible for notifying the merchant that the Springfield R-12 School District is tax exempt. The Missouri state tax exemption number is 12600253.
- Missouri state sales tax is not allowable on lodging, however, lodging tax is allowable.
- If Missouri sales tax is charged on the purchase of supplies, the cardholder should:
 1. Contact the vendor to have a credit processed on the cardholder's purchasing card and notify the site/department P-Card reconciler. The reconciler in turn should inform the Purchasing Card Reviewer in the Business Services Department responsible for auditing the P-card transactions when submitting the monthly receipts.
 2. The vendor may reimburse the sales tax by paying the cardholder in cash. The cardholder should only accept cash if the vendor refuses to process the sales tax credit electronically. If cash is received, it should be given to the Purchasing Card Reviewer in the Business Services Department responsible for auditing the P-card transactions.
 3. The cardholder may choose to pay the sales tax from personal funds.

L. Disputed Charges

- Disputed billing can result from failure to receive goods and services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicated charges, credits not processed, etc.
- The cardholder is responsible for working with the vendor on any erroneous charges or disputed charges as soon as possible. Most issues can be resolved this way.
- If the cardholder is unable to settle the issue prior to the cut-off date, the cardholder should inform the school/department P-Card reconciler. The reconciler in turn should inform the Purchasing Card Coordinator in the Business Services Department when submitting the monthly receipts.

M. Transaction Not Appearing on the Transaction Envelope for Cycle

- If purchased items or credits are not listed on the transaction envelope for billing cycle, the appropriate transaction documentation shall be retained by the cardholder until the next monthly cycle. If the purchase or credit does not appear in transaction management within 60 days after the transaction date, the cardholder should notify the Purchasing Card Coordinator for assistance in resolving the issue.

CARDHOLDER RESPONSIBILITIES ON MONTHLY TRANSACTIONS

Below are the responsibilities of the cardholder that are to be completed before documentation is turned over to site reconciler for approval of purchasing card transactions.

DOCUMENTATION REQUIREMENTS

- Itemized receipt for all purchases in current month's cycle. Each receipt must include the following information:
 - Description of item(s) purchased
 - Quantity with price per unit
 - Any additional cost such as shipping
 - No MO sales tax is charged (EXCEPTION: Dine in meals at restaurant)
 - Shipping location for orders should always be an SPS school or site.
 - Reasonable meal charges do not exceed per diem as designated by location per site listed below. www.gsa.gov/travel/plan-book/per-diem-rates. (Per diem rates include [taxes and gratuity](#))
- Travel charges should have a P-card Travel Charges Form completed (when there are multiple receipts for a trip) with all receipts and an itemized agenda attached.
 - If travel dates do not coincide with event dates, documentation must be provided to verify expense was not increased due to extended dates.
- If charge is for gift cards or gifts, a Gift Card Cash Form must be completed and attached to receipt
- If any documentation is missing or incomplete, you will be required to correct
- If you suspect a charge is fraud, immediately contact card provider at phone # on back of card and notify Purchasing Card Coordinator in Business Services
- See Purchasing Card Procedures for a full list of all procedures. Link is listed at bottom of page.

APPROVAL REQUIREMENTS

- A printed copy of Transaction Envelope will be provided by site reconciler at end of each billing cycle. Review for accuracy and if all transactions are correct, sign off to indicate approval.

DEADLINE REQUIREMENT

- P-card due dates are posted on SPS Business Services web page under Purchasing Card Forms.

REMINDER: Purchasing card users are NOT to share passwords for ControlPay site

Below is a link to Purchasing Card Procedures on SPS website.

[Purchasing Card Procedures](#)

RECONCILER RESPONSIBILITIES ON MONTHLY TRANSACTIONS

Below are the responsibilities of the reconciler that are to be completed before documentation is turned over to site administrator for approval of purchasing card transactions.

DOCUMENTATION REQUIREMENTS

- Review receipts for each card and compare with transactions listed on ControlPay.
- Verify the following:
 - Original itemized receipt is provided for all transactions for each cardholder
 - If not included or not itemized, return to cardholder to either provide itemized receipt or submit reimbursement payment to district for amount charged.
 - Total on receipt equals transaction amount on transaction envelope
 - No MO sales tax is charged (EXCEPTION: Dine in meals at restaurant)
 - All required documentation is included (Examples: Pcard Travel Charges Form, Agendas, Gift Card Cash Form)
 - Expenditures are in accordance with District and Financial Procedures.
 - Notes listed on ControlPay for transactions has a business purpose listed
 - If charge is fraud, verify “FRAUD” is listed
- If any documentation is missing or incomplete, return to cardholder to correct before proceeding with Transaction Envelope submission

CONTROLPAY REQUIREMENTS

- Allocate general ledger code for transactions for all cardholders at school/department (If site prefers to have cardholder complete, this is acceptable)
- Add notes for description of transactions for all cardholders at school/department (If site prefers to have cardholder complete, this is acceptable)
- Create Transaction Envelope for all cardholders with transactions for current cycle
- Add transactions to Transaction Envelope for ending cycle
- Print Transaction Envelope for each cardholder and attach receipts
- Each cardholder will then be responsible to review Transaction Envelope printed copy for accuracy and if correct, sign off indicating approval
- Electronically Submit Transaction Envelope for administrator approval
- Give signed transaction envelope and receipts for each cardholder to administrator for approval
 - Transaction envelope and receipts for reconciler card must be given to administrator for approval in addition to all other cardholders
 - Administrator transaction envelope and receipts are to be sent to the administrator’s supervisor for approval
 - No one is to self-approve their own transactions

DEADLINE REQUIREMENT

- P-card due dates are posted on SPS Business Services web page under Purchasing Card Forms.

REMINDER: Purchasing card users are NOT to share passwords for ControlPay site

Below is a link to Purchasing Card Procedures on SPS website.

[Purchasing Card Procedures](#)

ADMINISTRATOR RESPONSIBILITIES ON MONTHLY TRANSACTIONS

Below are the responsibilities of the administrator that are to be completed before documentation is turned over to Business Services for review.

- At end of cycle, transaction envelope and receipts for each cardholder are to be given to the appropriate administrator to review and approve.
 - Administrator transaction envelope and receipts are to be sent to their immediate supervisor for approval
 - No one is to self-approve their own transactions
- Review transaction envelope and receipts for each cardholder and compare with transactions listed in Transaction Envelope in ControlPay
 - Verify the following
 - Original itemized receipt is provided for all transactions for each cardholder
 - If not included or not itemized, return to cardholder to either provide itemized receipt or submit reimbursement payment to district for amount charged.
 - Total on receipt equals transaction amount on Transaction Envelope in ControlPay
 - No MO sales tax is charged (EXCEPTION: Dine in meals at restaurant)
 - All required documentation is included (Examples: Pcard Travel Charges Form, Agendas, Gift Card Cash Form)
 - Expenditures are allowable and in accordance with District and Financial Procedures.
 - Notes listed on Transaction Envelope in ControlPay for transactions has a business purpose listed
 - If charge is fraud, verify “FRAUD” is listed in Notes
 - Account coding is appropriate for expenditure
 - If any documentation is missing or incomplete, return to cardholder to correct before proceeding with online approvals
- If in agreement with transactions, approve Transaction Envelope by selecting approve and sign printed copy of Transaction Envelope
- Return paperwork to reconciler to forward on to Business Services
- All approvals are to be completed and paperwork forwarded to Business Services to meet the Purchasing Card due dates.

DEADLINE REQUIREMENT

- P-card due dates are posted on SPS Business Services web page under Purchasing Card Forms

REMINDER: Purchasing card users are NOT to share passwords for ControlPay site

Below is a link to Purchasing Card Procedures on SPS website.

[Purchasing Card Procedures](#)

- **PURCHASING CARD CONTACT INFORMATION**

<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
Aaron Dennis, Business Services Purchasing Card Coordinator	417-523-0065	amdennis@spsmail.org
Amanda Vauble, Business Services Purchasing Card Coordinator	417-523-0077	amvauble@spsmail.org
Stephanie Woolery, Business Services Purchasing Card Reviewer	417-523-0217	slwoolery@spsmail.org

Purchasing Card Vendor (Including Report of Lost or Stolen Purchasing Cards)

Customer Service 1-800-892-7104

- **RELATED INFORMATION**

For additional information regarding purchasing policy refer to board policies:

DJF-2 Purchasing

DLC-Expense Reimbursement

DLCA-Travel Expenses

APPENDIX A



School District of Springfield R-12

Purchasing Card Application

Cardholder Information – To be completed by the cardholder

Full Name _____ Employee # _____

Job Title _____

Site/School Name _____

**Default GL Account # (required) _____

Cardholder District Cell Phone # (Preferred) _____ or

Cardholder External District Phone # (no extensions please) _____

Name of Approving Official (Please Print) _____

Billing Address: 1359 East St. Louis Street, Springfield MO 65802

Justification for Card Request _____

Restrictions:

- ❖ Alcoholic Beverages
- ❖ Cash Advances
- ❖ Personal Items
- ❖ Sales Tax
- ❖ Computer Purchases
- ❖ Construction , renovation and installation
- ❖ Fuel purchase for personal vehicles
- ❖ Gift cards for staff members

Purchasing Procurement Card Agreement

Name of Cardholder:	
Site/School Name:	
Administrator Name and Title:	

By signing below, this verifies that I understand Springfield R-12 School District’s purchasing card program procedures whether adopted or modified before or after the effective date of this agreement.

- Cardholder agrees to provide itemized supporting receipts from the vendor for every transaction – no exceptions. If itemized receipts are not submitted to the Business Services Department, a notification email will be sent to cardholder requesting the missing receipts. After notification, the cardholder has 10 business days to acquire a new vendor copy of the receipt. If a vendor copy of the receipt cannot be obtained, the cardholder can issue a personal reimbursement for the charge. If a new vendor receipt or personal reimbursement is not received after the 10 business days the amount of the lost receipt will be deducted from the cardholder’s paycheck (see Authorization to Collect for Unauthorized Charges Form).
- If the card is lost or stolen, the cardholder must notify the Purchasing Card provider immediately at the phone # on back of card. The Purchasing Card Coordinator in the Business Services Department must also be notified the same business day or the next business day if the card is lost or stolen during a District holiday or weekend.
- The cardholder may not make any personal charges using the P-Card. The District is not responsible for paying for personal charges. If a personal charge is made, the cardholder has 10 business days, after notification, to obtain a vendor credit, or reimburse the District for the personal charge. If a vendor credit or personal reimbursement has not been received 10 business days after notification, then the amount of the personal charge will be deducted from your paycheck (see Authorization to Collect for Unauthorized Charges Form).
- Cardholder understands that each card is issued in an individual name. Allowing the use of the P-Card by someone other than the cardholder will result in disciplinary action. If unauthorized activity occurs on the card, such as personal charges, lost receipts or sales tax, the person whose name is on the P-Card will be held responsible for the improper charges on the card and be subject to the terms outlined in the Authorization to Collect for Unauthorized Charges Form.
- Cardholder understands that authorized Gift Cards can be purchased for the benefit of students only using the P- Card. A completed Student Gift Cards/Cash Signature Form must be submitted for the charges. If this paperwork is not turned in, this will be viewed as a lost receipt and will be subject to the terms referenced in the Authorization to Collect for Unauthorized Charges Form.
- Cardholder understands that there are two limits on the card, a single transaction limit and a monthly limit. These limits will be determined on a card-by-card basis at the time the request for a card is made.

The single limit can be raised for hotel and airfare expenses. All purchases must comply with District accounting and purchasing policy and procedures including all P- Card policies in place.

- Meals can be purchased using the P-Card, but are subject to the guidelines established in the Staff and Board Member Travel Procedures document. Original itemized receipts must be turned in for the meals purchased. If meals are purchased for multiple employees, a list of all employees attending the meal must be provided, along with the business purpose of the meal. If the list and itemized receipt are not turned in, the cardholder will be subject to the terms referenced in the Authorization to Collect for Unauthorized Charges Form.
- Cardholder understands that items may not be purchased that are available through the Supply Center. If an item is out of stock in the Supply Center, cardholder may use P-Card to purchase items from other sources.
- Cardholder understands that there are existing contracts in place for items purchased throughout the district. The P-Card may not be used to purchase these items and a purchase order must be issued. A list of District contracts and pricing can be found at [Purchasing and Distribution / Contracts and Pricing Information](#).
- Cardholder understands that it is a violation of District policy to have a vendor split a sale into two or more transactions or process on two or more different days to accommodate a sale that totals over the P- Card single transaction limit. Cardholders who do this may have their P-Card suspended upon doing so. There is no tolerance for this improper use.
- The cardholder is responsible for surrendering the Purchasing Card upon retirement, termination, leave of absence or upon request for failure to comply with guidelines established for the purchasing card program.

As a Cardholder, I agree to accept the responsibility and accountability for the protection and proper use of the District P-card. I have read the Purchasing Card Agreement and understand the consequences if the card is misused. I hereby authorize Springfield R-12 School District to hold my final paycheck until I have turned in my P-Card to the Purchasing Card Coordinator in the Business Services Department and any paperwork associated with charges made. Any improper charges shall be deducted from my paycheck.

Cardholder:	Print Name: _____	Title: _____
	Signature _____	Date: _____
Administrator:	Print Name: _____	Title: _____
	Signature _____	Date: _____
<i>**no stamps allowed**</i>		
Approval: (Business Services Dept.)	Print Name: _____	Title: _____
	Signature: _____	Date: _____

APPENDIX B
**SPRINGFIELD R-12 SCHOOL DISTRICT
AUTHORIZATION TO COLLECT FOR
UNAUTHORIZED PURCHASING CARD CHARGES**

I, _____, understand that I have been issued a purchasing card for business use pursuant to the Springfield R-12 School District Purchasing Card Procedures.

Should I make purchases that are not in compliance with the Springfield R-12 School District Procurement Card Procedures, I will be personally responsible for the charges. The following are examples of Procurement Card Violations that could result in an automatic payroll deduction. This list is not intended to be all inclusive.

- Any personal charges
- Missing itemized vendor receipt – itemized vendor receipts are required for all transactions
- Receipts containing sales tax – the District does not pay Missouri state sales tax – (tax for dine in meal charges are acceptable)
- Meal purchases to the extent that they violate the guidelines established in the Staff and Board Member Travel Procedures document

The cardholder will have ten (10) business days from the date of notification to correct the violation. If, after ten (10) business days the violation remains uncorrected, a payroll deduction will automatically occur.

Automatic payroll deductions can be avoided by rectifying the P-Card Violations as follows:

- Receive a vendor credit for personal charges
- Obtain an itemized vendor receipt
- Receive a vendor credit or have sales tax removed
- Making payment to District using personal funds

By signing below, this verifies that I understand Springfield R-12 School Districts' Procurement Card Procedures listed above. I understand that I have 10 business days, after notification, to rectify the violation or make personal reimbursement to the District by check. If, after 10 business days, the violation has not been corrected, I authorize any and all payments for non-compliant P-Card charges to be deducted from any and all of my wages or other compensation, to the maximum extent permitted by law, in addition to any other action that Springfield R- 12 School District may determine appropriate, up to and including termination.

I understand that by not signing this form, I will not be issued a purchasing card.

Employee Signature

Date

Employee ID #

APPENDIX D

(Rev 10.03.19)

SPRINGFIELD R12 SCHOOL DISTRICT
REQUEST TO CHANGE LIMITS ON PURCHASING CARD

Use this form to request limit changes on a Purchasing Card. Complete all fields on form, have signed by appropriate administrator, and send to Purchasing Card Coordinator in Business Services Department.

Cardholder Name: _____ School/Site Location: _____
(Please print)

Last 4 Digits of Card #: _____ GL account to be allocated for charge(s): _____

Reason for Limit Increase

- Student Travel (Trips exceeding 250 miles one-way or an overnight stay)-Approved Travel Application must be attached
Student Field Trips Provide description of purchase:
Staff Travel Dates of travel: thru # of staff traveling:
Type of charges expected (ex: lodging, meals):
Supply/Service Vendor name: Description of items to be purchased:
Other Provide detailed description:

Credit Limit Adjustment Request

Single Limit per Transaction (Please note: single limit increase may impact cycle limit. Adjust cycle limit below as necessary.)

Current Single Limit per Transaction: \$999.99
Single Limit per Transaction Requested:
Date Range Request for Single Limit Transaction: thru

Cycle Limit (Cycle limits reset on the first day of new cycle. See P-Card Due Dates for cycle close dates)

Current Cycle Limit:
Additional Cycle Limit Requested:
New Cycle Limit:
Date Range Request for Cycle Limit: thru

Cardholder Signature: _____ Date: _____

Administrator Approval: _____ Date: _____

Purchasing Card Coordinator Approval: _____ Date: _____

All fields are required to be completed with information requested. If fields are not completed or have missing information, form will be returned to cardholder until accurately updated. Limit adjustments will NOT be made until all information is received.



APPENDIX E

PURCHASING CARD TRAVEL CHARGES

Cardholder Name _____

Event Date _____

School/Department _____

Departure Date _____

Name of Event _____

Return Date _____

Destination _____

(City and State)

****Itemized receipts and an agenda are required for all travel charges****

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Charge Dates							
Plane/Train/Rental Car							
Taxis & Shuttles							
Parking & Tolls							
Registration							
Lodging							
Miscellaneous - <i>explain</i>							
Meals (including tip)							
ITEMIZED receipts are REQUIRED Tip not to exceed <u>20%</u>	Breakfast						
	Lunch						
	Dinner						

PURCHASING CARD

APPENDIX F

GIFT CARDS, PRIZES, AND CASH ADVANCE SIGNATURE FORM

P-card Receipt or Cash Advance Check Date: _____ Event: _____

Gift Cards
(Use one form per check)

Prizes
(Use one form per receipt)

Cash Advance*
(Use one form per receipt)

Name of Employee: _____ School/Dept: _____

Check#: _____ Number of gift cards not distributed: _____ Number of prizes awarded: _____

<u>Name- Printed</u>	<u>Name- Signature</u>	<u>Type of Gift Card</u> Ex: Andy's, Best Buy, Sonic, etc.	<u>Prizes</u> Ex: Fitbit, Go Pro, etc.	<u>Value Received</u>	<u>Date Received</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Employee Signature: _____

Total Amount of Student Gift Cards/Cash or Prizes distributed: _____

If gift cards or prizes are purchased with the district credit card, complete the form and return with receipt that shows the charge. If cash is given to students, return the completed form to Business Services when all cash has been distributed. Attach any additional receipt or paperwork for monies spent.

*Cash Advance payments are made payable to SPS district employee

Revised 08/27/21

APPENDIX G

**SCHOOL DISTRICT OF SPRINGFIELD R-12
ACKNOWLEDGEMENT OF RECEIPT FOR
DEPARTMENT PURCHASING CARD(S)**

I agree to accept responsibility for the protection and proper use of the department purchasing card(s) in accordance with the terms and conditions below and in accordance with purchasing card procedures.

I understand that I will be making financial commitments on behalf of the Springfield R-12 School District and will seek to maximize the purchasing value of public funds. 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 District business only. All purchases must comply with the District financial and purchasing policies. I understand that examples of items **not** to be purchased with the purchasing card are included in the purchasing card procedures. I understand that I shall be personally liable for the 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, including fees and interest assessed against the improper purchase. I understand that improper use of the purchasing card may be cause for disciplinary action by the District, including termination, and that improper use of the purchasing card may subject me to criminal prosecution. I also understand that if there are amounts, which are attributable to my improper use of the purchasing card, I have authorized the District to deduct those amounts from my paycheck.

I agree to abide by the guidelines contained in the Springfield R-12 School District Purchasing Card Procedures. 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. I agree to provide original, itemized receipts from the supplier for each transaction made on the purchasing card as required in the District's Purchasing Card Procedures. Failure to report or document any purchase may be deemed an improper use of the purchasing card. I understand that my department is responsible for all charges, including fees and interest, incurred from the proper use of the purchasing card. I understand that should my employment with the District terminate for any reason, the purchasing card must be returned to the Purchasing Card Coordinator. I also understand that the 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 P-Card provider, my immediate supervisor, and the Business Services Department immediately. I have been given a copy of the District Purchasing Card Procedures, have read this document, have received training on the Purchasing Card Program, and understand the requirements for purchasing card use.

_____ Name of Site/School	_____ Last 4 digits of card # (s)
_____ Reconciler Signature	_____ Date
_____ Administrator Signature	_____ Date