

**Billings School District 2**

**FINANCIAL MANAGEMENT**

Procurement Card Purchasing Procedure

Purpose

To provide procedure concerning the issuing of and use of a District procurement card (Pcard).

Scope

This procedure applies to all procurement cardholders.

Card Issuance

Cardholders will be required to complete training provided by the Program Administrator as well as sign and date the Cardholder User Agreement Form. Cardholders will also be required to complete the Cardholder Application/Maintenance Form. The cardholder is the only person entitled to use the Pcard; it cannot be transferred from one employee to another.

Upon receipt of the Pcard, the cardholders must activate the card using their unique 4-digit code, and assign a PIN number by calling the toll-free number printed on the card.

Card Usage

The Pcard may be used at any merchant that accepts Visa, except as the District otherwise directs. In-store, online, phone, fax and mail orders are acceptable purchases.

All receipts are to be maintained and reconciled by the cardholder.

Unless a contract is in place, whenever making a credit card purchase, the cardholder will comply with District procedures on how many sources should be checked to assure best price and delivery.

Limitations and Restrictions

The Program Administrator is empowered to modify the Pcard restrictions.

The Program Administrator will assign a total monthly dollar credit limit to each individual Pcard. Purchases may not be split to avoid the single transaction limit. If the total monthly dollar credit limit is insufficient, request a change by contacting the Program Administrator. The Program Administrator will make the final decision on credit limits.

Pcard purchases will be declined where the Merchant Category Code (MCC) is blocked, including but not limited to the following:

- Most foreign hotels and airlines
- Cruise lines
- Marinas
- Money transfer services
- Precious stones and metals
- Duty free stores
- Snowmobile dealers
- Motorcycle shops
- Boat dealers
- Fur shops
- Bars/cocktail lounges
- Liquor stores
- Billiard establishments
- Financial Institution-Automated cash
- Timeshares
- Dating and escort services
- Funeral services
- Massage parlors
- Consumer credit reporting agencies
- Detective agencies
- Betting services
- Food stamps
- Bail and bond payments
- Court costs
- Political organizations
- Religious organizations

#### Lost or Stolen Cards

Immediately report lost or stolen Pcards to Wells Fargo Service Center at 800-932-0036. Immediately after reporting the lost or stolen card, inform the Program Administrator. It is extremely important to act promptly in the event of a lost or stolen card to avoid Billings Public Schools liability for fraudulent transactions.

#### Authorized Purchases

Purchases may include but are not limited to the following:

- Travel expenses
- Office supplies and forms
- Books and subscriptions
- Professional membership dues

- Hardware and tools
- Courier/Overnight Deliveries
- Gift cards for student or non-employee volunteer recognition (ONLY)
- Custodial supplies from district approved contract vendors

### Unauthorized Purchases

As with any District purchase, the Pcard is not to be used for any product, service or with any merchant considered inappropriate with District funds. Failure to comply with Pcard procedures for authorized purchases may result in disciplinary action, cancellation of Pcard privileges, and possible termination of employment.

Unauthorized purchases include but are not limited to the following:

- Items for personal use
- Alcoholic purchases
- Capital goods
- Meals are prohibited for all District travel excluding student ECA travel.
- **In-District meal expenses are not authorized unless it is necessary for the employee to conduct business during the meal. Only an itemized receipt for meals will be accepted. Please refer to Procedure 7320- P1 for more information.**
- Single transactions over \$2500.00 (unless prior approval is received)
- **Gift cards for employees**
- Computer and technology items (to be purchased by the Technology Department)

### District Contracts

The following services may be purchased with the Pcard (if within card limits). Vendors contracted with the District for these services must be used.

- Cell phones
- Rental cars
- Bus transportation
- Foodservices
- Utilities
- Phone services
- Internet services
- Health care
- Library books
- Textbooks
- Student testing
- Fire extinguisher service
- Building service
- Mail service (US Mail)
- Microscope cleaning

- Copiers
- Textbook binding
- Computers
- Computer service (Business)
- Computer service (Education)
- Facility services contractor's
- Custodial supplies
- Office supplies

### Internet Purchases

The Pcard can be used for purchasing goods via the Internet. When using the Pcard for Internet purchases, Cardholders are required to ensure the sight is secure (look for the secure site symbol). Cardholders are also required to obtain the appropriate documentation (in lieu of a receipt) in order to validate the transaction at the time of order. Most Internet orders provide electronic order confirmations, which can be printed.

### Travel

The Pcard must be used as payment for hotel fees, airline fees, baggage fees, shuttles, taxis, Uber and any other travel related expenses.

When used for travel, the Pcard must be used in accordance with the Travel Procedures already established by Billings Public Schools. See Procedure 7320-P1.

### Reconciliation and Payment

At the end of a statement period, notification will be sent via email that it is time to review the Pcard statement. Access the Commercial Card Expense Reporting tool via the Internet to review the statement. The statement will reflect the transaction date, posting date, supplier/merchant name and the total amount of the purchase. Cardholders have the ability to reconcile their account at any time.

Cardholders are responsible for the following:

- Reconciling their Pcard
- Retaining all receipts for items purchased
- Ensuring all transactions posted are legitimate
- 

When a receipt is not provided or missing, the cardholder must complete the Pcard Missing Receipt Form, retain the original and send a copy to the Pcard Program Administrator.

Pcards records will be audited periodically.

Reconciliation of Purchases

It is the cardholder's responsibility, immediately upon receipt of the Pcard statement to check and ensure all transactions posted are legitimate and made by the cardholder, mark transactions for which receipts will be attached, and attach line item detailed point of sale receipts or delivery invoices. Other functions such as splitting transactions, adding descriptions, and reclassifying expenses can be performed using the Commercial Card Expense Reporting tool. All of the available functions will be part of initial training. If everything is in order, the cardholder will mark the statement as reviewed. Once the statement has been marked as reviewed, an email will be issued to the cardholder's administrator for approval. Any account that is not reconciled may be suspended or terminated by the Program Administrator.

Disputed or Fraudulent Charges

If the merchant has charged you incorrectly or there is an outstanding quality or service issue, the merchant must first be contacted in an attempt to resolve the error or problem. If the merchant disagrees that an adjustment is necessary, you can then dispute the charge. The details of the disputed transaction will be entered online and followed up by the Wells Fargo Service Center.

Wells Fargo must receive any charge dispute within 60 days of the transaction date. While pending resolution, Wells Fargo will credit the cardholders Pcard for the disputed transaction.

If the dispute is not resolved to satisfaction, complete the Pcard Dispute Form on the Wells Fargo website.

Any fraudulent charge (i.e., a charge appearing which was not authorized by the cardholder) must be reported immediately to the Program Administrator.

The Program Administrator will contact Wells Fargo to have the card canceled and a new one issued.

Implementing Policy      7320 Purchasing

Cross References:      6430 Development of Administrative Procedures  
7320-P1 Expense Authorization  
Reimbursement 7320-P4 Purchasing  
Procedure  
7320-P8 Gift Card Procedure  
7320-F1 Pcard Missing Receipt Form

Legal References:

Procedure History:

Issued by Superintendent on:	June 19, 2006
Presented to Board on:	August 21, 2006
Revised on:	July 21, 2014