

The U.S. BANK Purchasing Card PROGRAM.



TRAINING MANUAL/POLICIES & PROCEDURES

**Purchasing Department
Program Administrator
1-801-578-8261**

**Salt Lake City School District
440 E 100 S, SLC, UT 84111
Revised 09/01/2017**

The Salt Lake City School District prohibits discrimination based on age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation.

Overview

The purpose of the Salt Lake City School District (U.S. Bank Visa) Purchasing Card Program is to facilitate the purchase of education related goods costing under \$750. The program is designed to supplement a variety of processes including petty cash, local check writing, low-value authorization and small dollar PO purchases.

Purchasing cards are a privilege and should only be issued to employees who have a recurring need to make small dollar purchases. All card usage is subject to district purchasing and accounting policies and procedures. Card usage may be audited and/or rescinded at any time. Card usage shall be restricted to the individual or school/department named on the card. It is strongly recommended that the Principal or Director be the primary card holder as they must sign the appropriate “authorization for payment form” which is sent to Accounts Payable monthly for payment. Remember: **You are the only one entitled to use the card!**

Strict controls and record-keeping will be essential to ensure the success of this program. Remember, that you are committing school district (public) funds each time you use the card. This is a responsibility that cannot be taken lightly!

Important General Information

- **This card is not to be used for personal use!! It is a district card, thus keep it separate from your other cards!**
- The program is NOT intended to avoid or bypass established purchasing and accounting procedures, i.e. exceeding the \$750 limit without the Purchasing Department’s involvement.
- The program is designed to facilitate the small dollar purchase of goods used in educational, school/department related meetings and training.
- You are responsible for the security of the card, the transactions made with this card and seeing that it is used properly.
- The card will be issued in your name, as a member of a school or department of the district or it may be issued in the name of the school or department. In either case, guard it as if it were your own.
- The card may be used for payments with all suppliers who accept the Visa Card throughout the United States and internationally providing that their Merchant Category Code (MCC) supplied to U.S. Bank is not blocked by the district as being inappropriate for school purchases.
- This program is not intended to replace the current travel and entertainment program, and should not be used for any travel related reimbursement expenses.
- **Failure to comply with the guidelines established for this program may result in severe consequences, up to and including termination of employment and/or criminal prosecution!**
- The card reflects the fact that the use is tax exempt from state sales tax. So check your receipt each time for any tax charges. If tax appears, ask the vendor to take it off or if they must charge tax ask that it be for the amount of one (1) cent.

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Specific Information

1.0 Acceptable and Unacceptable Use Examples:

1.01 Acceptable Use

- Office supplies, i.e. consumable normally within one year
- Educational supplies
- Teaching and training aids and supplies
- Film and film processing
- Industrial Arts supplies
- Electronic supplies and small tools under \$200
- Athletic supplies
- Safety supplies
- Computer single station software costing less than \$750
- Building, maintenance supplies within specified dollar limits
- Food per issued guidelines by School Support Department

1.02 Unacceptable use - **All Purchases for personal or non school use.**

- **Registrations for Training, Conferences, etc.**
- Travel and Entertainment, i.e. airline tickets, hotels, and others such items
- Computers (These are a fixed asset and must be tracked)
- Technology Devices: Cell Phones, I-Phones, PDAs, iPads and other such items
- Electronic equipment of a value greater than \$200, i.e. digital cameras, appliances and other such items.
- Gifts, i.e. flowers, gift certificates, and other such items
- All purchases which exceed \$750, to include shipping and any other fees
- Furniture as covered by State/District contract
- All classroom textbooks
- Related party transactions, i.e. purchased from a relative
- Cash Advances
- Dividing your purchase of a specific item into two different time periods in order not to exceed your single purchase limit. (Utah Code 63G-6a-408 (4) & (5c))

1.03 Fiscal Accountability - Each purchase must be charged to the appropriate budget within the corresponding fiscal year (July 1 through June 30 of the next calendar year).

(If you are unsure as to the appropriateness of the purchase, contact the Purchasing Department, 578-8264. Ask yourself: If this purchase were to appear on the front page of the newspaper, could I successfully defend it?)

2.0 U.S. Bank Customer Service Department

- 2.01 **Customer Service phone number: 1-800-344-5696 (Toll-free, 24 by 7)**
- 2.02 **Report lost or stolen card: 1-877-887-9260, press ‘*’**
- 2.03 **Fraud Department: 1-800-523-9078**

3.0 Cardholder Responsibilities

- 3.01 Maintain card security to prevent unauthorized charges against the account.
- 3.02 Obtain a receipt for every purchase and verify it for accuracy and NO tax.
- 3.03 Keep an accurate written record of all card purchases. **Retain for seven (7) years.**
- 3.04 Call U.S. Bank Customer Service immediately regarding lost or stolen cards (800) 344-5696. Also, notify the district P-Card administrator – 578-8264 ASAP.
- 3.05 Notify the bank of any billing discrepancies on the billing that you have not been able to resolve with the vendor, Call Customer Service at (800) 344-5696. They will send you a dispute form. Fill out the form and return it to the bank. See 10.0 below
- 3.06 If us suspect fraudulent use of your card as shown on your monthly statement, call the Fraud Department immediately (800) 523-9078. See 11.0 below
- 3.07 Reconcile and forward the Cardholder's Monthly Bank Statement with all receipts and charge slips to you principal/director or reconciler in a timely manner.
- 3.08 Notify your principal/director of any changes. If you leave the department or school, turn in your P-card prior to leaving.
- 3.09 Use the credit card in accordance to District Purchasing Policy and Procedures.
- 3.10 Know your single and monthly purchasing limits.
- 3.11 Only use the credit card to purchase items for your school/department
- 3.12 Note that a renewal card will be delivered by US mail to you every three (3) years from issue date and thereafter.
- 3.13 If your card is denied, you can call the Customer Service number to check to see if it was due to your exceeding your dollar limits or if the MCC code for that merchant is blocked.
- 3.14 Verify your current budget status to see if you have enough funds to cover your purchase.

4.0 Principal / Director Responsibilities

- 4.01 Approve new cardholder applications and account maintenance requests.
- 4.02 Ensure that all cards users are familiar with the policy for their proper use.
- 4.03 Designate a responsible person (Office Personnel) to keep the Purchase Card Log and consolidate, reconcile the monthly bank statements and prepare the 'Payment Authorization Form' for your signature.
- 4.04 **Collect monthly Cardholder Bank Statements and receipts from all school/department cardholder. [divide this up between reconciler & principal]**
- 4.05 Ensure that your school/department budgets are not exceeded
- 4.06 **Accurately complete** and sign the 'Payment Authorization Form'
- 4.07 Forward it and a copy of your monthly statement to Accounts Payable in a timely manner, no later than (NTL) the 25th of each month
- 4.08 Insure that all related records to card purchase(s) are kept on file for 7 years
- 4.09 Insure that all credit card purchases are in accordance with district purchasing policy and procedures. Continued violations will result in the loss of the P-Card(s).
- 4.10 Make changes to the account and notifying Purchasing of those changes.

5.0 Program Administrator - Purchasing Department Responsibilities

State of Utah/SLCSD Purchasing Card Program

The SLCSD Purchasing Department administers the State/District Purchasing Card (P-Card) program and serves as the primary contact with U.S. Bank. As such, it will assist with the following:

- 5.01 Handle general problems and complaints.
- 5.02 Train principals/administrator and cardholders.
- 5.03 Approve and process new cardholder applications and maintenance changes.
- 5.04 Evaluate and enforce purchasing card policy and procedures.
- 5.05 Maintain list of cardholders and their dollar limits.
- 5.06 Download Bank data, create and send monthly preparatory reports to principals and administrators showing school and department expenditures for the month.
- 5.07 Attend annual State/Bank P-Card training
- 5.08 Receive Bank rebate checks and give to accounting for deposit
- 5.09 Update all forms and manuals relating to the program as needed
- 5.10 Revoke P-Card privileges from individuals or entire school/department as necessary.

Purchasing Contact: Supervisor

Phone: 578-8264

Fax: 578-8262

6.0 Accounting Department Responsibilities

- 6.01 Review individual's application forms and approve or disapprove.
- 6.02 Receive monthly billing statements for U.S. Bank and review
- 6.03 Receive monthly Payment Authorization Forms from the Schools/Departments by the 25th of each month
- 6.04 Reconcile Payment Authorization Forms with Bank Statement
- 6.05 Submit monthly payments to the Bank electronically
- 6.06 Review changes to the Merchant Category Codes allowed.

Accounting Contact(s): Cindy Done/Karin Orme Phone: 578-8306 or 8317

Fax: 578-8106

7.0 Spending Limits –

Each card has been assigned a single purchase and monthly limits based upon need as determined by your principal/director. If the original limits do not meet your needs, discuss your need with your principal/director and submit a maintenance form. The only person authorized to make changes to your account is the program administrator.

- 7.01 Single purchase limits range from \$100 to a maximum of \$750. This is a total purchase limit including shipping and any other fees.
 - 7.01.1 Based upon need and position, specific individuals have limits that exceed this \$750 limit on a case by case basis.
 - 7.01.2 Purchases shall not be split in order to stay within this limit. This is called “Artificial Division”; to do so, will result in disciplinary action and the possible loss of your card.
- 7.02 Monthly limits range from \$750 to a maximum of \$5,000. This is a firm limit and your card will be rejected when you reach your limit. A few specific individuals due to their position and

responsibility may have monthly limits at a higher dollar value in order to facilitate emergency purchases or international purchases where a PO is not accepted.

8.0 Merchant Category Codes (M.C.C.)

When a merchant signs up for the bank's VISA credit card program, they are assigned a four-digit code according to their business's goods or services. The school district has established a standard block on M.C.C. codes that are deemed not appropriate for school use. As a result some supplier's M.C.C. codes have been blocked. If your card is declined, this may be one reason, another may be that you are over your dollar limits. If you must use this vendor, contact Purchasing and request a temporary opening of that code while you make the purchase.

9.0 Billing Cycle

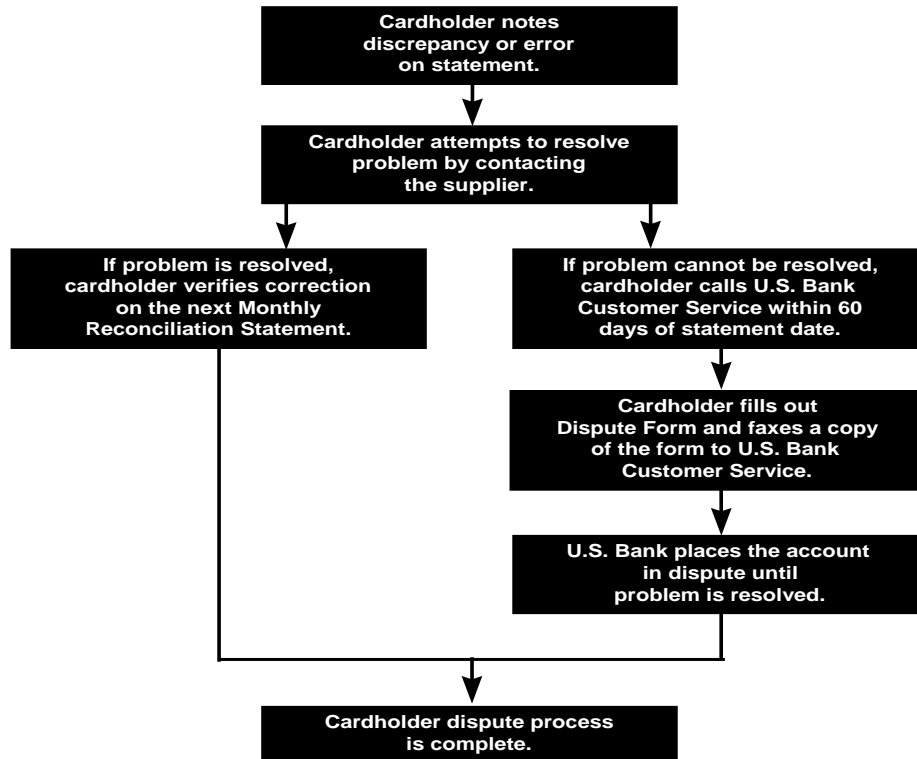
The P-Card billing cycle is from the 11th of the current month to the 10th of the following month. Card activity is posted the working day following the purchase. So if you make a purchase on the 10th, it might not appear on your statement until the following month.

10.0 Disputed Charges

10.01 You can dispute an unauthorized charge that is posted on your Monthly Reconciliation Statement (MRS). If you disagree with a charge that is posted on your MRS, try to resolve it with the vendor first. If you cannot resolve the issue, then call U.S. Bank Customer Service at 1-800-344-5696 within 60 days after the statement date. They will place the charge in dispute and send you a form to fill out and return. Your card account number will remain active.

10.02 Cardholder dispute procedures: Examples of instances that may prompt a dispute are: goods lost in transit from the supplier to the cardholder, charges posted incorrectly or on the wrong statement, goods returned or damaged, receipt of an incorrect item or quantity.

Dispute Process for Card Holder



11.0 Unauthorized Charges/Fraud

If you notice unauthorized charges on your monthly statement, they may be the result of fraud. Immediately call the US Bank fraud department at 1-800-523-9078. They will cancel your card and issue you a new card which will be sent directly to you. After you call the bank, call the district administrator to notify him/her what has happened so he/she can follow up with the bank. When you get your new card, call him/her and give them your new number so they can record it for the reports that are run monthly. ALERT- We have had increasingly fraudulent use of our P-Cards, so be alert and report as soon as you notice any such usage.

12.0 Cards Issued in the Name of the School/Department

As of July 1, 2012, the District will allow cards to be issued as “School or Department” cards. The intent is to facilitate card usage by authorized individuals who only occasionally need to use a P-card. If the principal or director so wishes, the following procedures shall be followed:

- 12.01 When filling out the application form, list the name of the school or department per the following examples: put Elementary, (Department) as the first name and Ensign, (Community Ed) as the

State of Utah/SLCSD Purchasing Card Program

last name. Enter for the Social Security Number five (5) “0”s followed by your four digit location code, i.e. 000000136, (000000613).

- 12.02 Please realize that without an individual name on the card, the merchant does not have to accept the card. This is because, without an individual’s name, the merchant has no recourse to claim reimbursement from the bank for fraudulent use of the card.
- 12.03 The school or department will need to establish a “check-out/check-in log” to closely control the use of the card and require that receipts be turned in with the return of the card by the user after each use. (See attached example log.)

*— Always secure your card or account number.
— Keep it in a safe place and
never allow others to use your account.*

Purchasing Cardholder Agreement

The U. S. Bank Visa® Purchasing Card represents the district's trust in you. Your signature below is verification that you have received the basic training and will read the Reference Manual / Policies and Procedures. Further, that you agree to comply with the terms, conditions and limitations for card usage relative to your employment responsibilities. It also acknowledges that you have received the following U. S. Bank Visa® Purchasing credit card:

Purchasing Card # _____ - _____ - _____ - _____ Furthermore:

1. I understand the card is for school/district-approved purchases only, and I agree not to charge personal purchases.
2. Improper use of the card can be considered misappropriation of school district funds. This may result in disciplinary action, up to and including termination of employment and legal prosecution .
3. If the card is lost or stolen, I will immediately notify U. S. Bank and purchasing by telephone: Bank (1-877-887-9260) and Purchasing: (801) 578-8264
4. I agree to surrender the card(s) immediately upon termination of employment or change of assignment within the district.
5. The card(s) are issued in my name and/or the name of the school. I will not allow unauthorized persons to use the card(s). I am considered responsible for any and all charges against the card.
6. All charges will be billed to the Accounts Payable and paid directly by the school district.
7. As the card(s) are school district property, I understand that I will be required to comply with all internal control procedures designed to protect the school district. This may include being asked to produce the card to validate its existence and account number. I will keep receipts and monthly bank statements to document its use. (up to 7 years per IRS rules)
8. I will receive a monthly reconciliation statement, which will report all card activity during the statement period. Since I am responsible for all charges on the card(s), I will resolve any discrepancies by contacting the supplier or the bank.
9. The charges made against my card(s) will be assigned appropriate accounting number(s) and so indicated on the appropriate Payment Authorization/Receipt Form which will be filled out and returned to the Accounts Payable Department, not later than the 25th of the billing month.
10. I understand that these cards are not necessarily provided to all employees. Assignment is based on my need to purchase materials for the school or district. My card(s) may be revoked based on change of assignment or location. I understand that the card is not an entitlement.

Employee Signature

Employee Printed name

Date



PURCHASING
 995 W Beardsley
 Salt Lake City, Utah 84119
 801.578.8261

PURCHASING CARD APPLICATION

<p>GENERAL INSTRUCTIONS COMPLETE INFORMATION IS REQUIRED</p> <p>1. NEW ACCOUNT: Complete all fields on the form EXCEPT for the fields located under the Account Maintenance Section.</p> <p>2. ACCOUNT MAINTENANCE: Complete this section and all other fields that are to be changed, sign</p> <p>CARD INFORMATION</p> <p>First Name – 12 characters (Embossed on card) Middle Initial – 1 character (Embossed on Card)</p> <p>Last Name – 20 characters (Embossed on card)</p> <p>Social Security Number – 9 characters (Required, will not appear on the card)</p> <p>Employee ID #</p> <p>School or Department Name</p> <p>Program Function Location Object</p> <p>Required Accounting Information: (Charges will automatically be withdrawn from this district account)</p> <p>School/District Position: _____</p> <p>SCHOOL MAILING ADDRESS</p> <p>Address – 36 characters</p> <p>City – 25 characters</p> <p>UT _____ 84 _____ - _____ State – 2 characters Zip Code & Extension – 9 characters</p> <p>Business Phone # - 10 characters</p> <p>Home Phone # - 10 characters</p>	<p>TYPE OF REQUEST <input type="checkbox"/> New Account <input type="checkbox"/> Account Maintenance/Upgrade</p> <p>CREDIT LIMITS & AUTHORIZATION</p> <p>\$ _____ \$ _____ Monthly Credit Limit – 6 characters Single Purchase Limit - _____</p> <p>Employee Signature _____ Date _____</p> <p>Principal/Director Signature _____ Date _____</p> <p>Print Name & Title of authorizing person _____</p> <p>Accounting Signature _____ Date _____</p> <p>Plan Administrator Signature _____ Date _____</p> <p>Plan Administrator has provided F-2 District Policies & Procedures to Cardholder Plan Administrator Initial _____</p> <p>Cardholder has read, understands, and will abide by District F-2 Purchasing Policy and Administrative Procedures. Cardholder Initial _____</p> <p>ACCOUNT MAINTENANCE SECTION</p> <p>Card Holder's Name: _____</p> <p>Card Account #: _____</p> <p>TYPE OF REQUEST <input type="checkbox"/> Address Change <input type="checkbox"/> Dept/Div/Acct. Code Change <input type="checkbox"/> Name Change <input type="checkbox"/> Account Closure <input type="checkbox"/> Credit Line Adjustment <input type="checkbox"/> Single Transaction \$ Limit <input type="checkbox"/> Other _____</p>
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UNIT INFORMATION: TO BE COMPLETED BY THE PLAN ADMINISTRATOR

Notes: _____

03648 35590
 UNIT 1 UNIT 2 Unit 3 Unit 4 Unit 5
 All units are 5 characters long

Non-Discrimination Statement: The Salt Lake City School District does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law. The following person has been designated to handle inquiries and complaints regarding prohibited discrimination, harassment, and retaliation: Kathleen Christy, Assistant Superintendent, 440 East 100 South, Salt Lake City, UT 84111, 801-578-8255. You may also contact the Office for Civil Rights, Denver, CO, 800-844-8596.

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SALT LAKE CITY SCHOOL DISTRICT

****VISA****

A/P fax: 578-8106

PAYMENT AUTHORIZATION FORM

AUTHORIZATION FOR PAYMENT OF SCHOOL VISA CHARGE CARD

Any Questions, Please call 578-8306 or 578-8317

School/Site:

This memo is to authorize payment of our District VISA charge card for purchasing billed on the _____ statement (Copies Attached of VISA Stmt) for the following individuals.

VISA stmt date

Cardholder Name	Amount	
_____	_____	**VISA**
_____	_____	**VISA**
_____	_____	**VISA**
_____	_____	**VISA**
_____	_____	**VISA**
_____	_____	**VISA**
_____	_____	**VISA**

Total to be paid by the District to VISA _____ Must equal total on VISA stmt
=====

I have reviewed all the purchases made on the cards listed above and have reconciled them to their appropriate receipts. I certify that the purchases were made for supplies and other qualifying items to be used here at our School/Site. I have approved each charge and certify that these purchases were made in compliance with District Petty Cash Standards, and all receipts and documents will be retained here at the School/Site for Seven years. I hereby authorize the following District Account(s) to be charged for these purchases. These District Accounts are within my School/Site location and I have verified that sufficient District funds are available in these Accounts.

District Account Number	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

State of Utah/SLCSD Purchasing Card Program

Total amount must equal amount to be paid above

Must equal total on **VISA** stmt

=====

Principal/Director

Date

Purchase Card Log

Card # _____

Date	Out	In	Name	Amount	Account	Comments

State of Utah/SLCSD Purchasing Card Program
