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Procurement Card (P-Card)

**ALEXANDRIA CITY PUBLIC SCHOOLS**

**PROCUREMENT CARD PROGRAM**

**REGULATIONS (v. 4.0)**

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**ALEXANDRIA CITY PUBLIC SCHOOLS  
PROCUREMENT CARD (P-CARD) PROGRAM REGULATIONS**

**Overview**

This manual specifically governs Alexandria City Public Schools (ACPS) Procurement Card Program. Please take time to read and understand the process before you begin using your Procurement Card. No card will be issued to the Cardholder without P-Card training and Procurement training on the approved use of the card.

A number of unique controls have been developed for the Procurement Card (P-Card) Program that doesn't exist in traditional credit card programs. These controls help ensure that the cards will be used for official purchases and within specific dollar limits. This Cardholder manual has been developed to assist you in better understanding the program by answering questions you may have and providing step-by-step instructions on the use of the P-Card.

The P-Card Program provides another service within our existing procurement system to better support your operating needs. All card requests will be approved by Executives/Principals/Directors, and issued through the Procurement Department. The P-Card Administrators are Director of Procurement and Procurement Card Administrator.

ACPS has entered into an agreement with Bank of America to provide VISA brand cards for our program. VISA is widely accepted and we anticipate that the card program will reduce the time and money ACPS spends processing small-dollar purchases, and creating small dollar purchase orders.

All card requests shall be submitted to the Procurement Department in writing using a Cardholder Application Form (Attachment A).

Revised: September 11, 2015  
Affirmed: December 3, 2015  
Amended: February 18, 2021

Legal Refs: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq.; 22.1-68.

Cross Refs.:	DGB	Authorization of Procurement and Credit Card Use
	DJ	Small Purchasing
	DJA	Purchasing Authority
	DJA-R	Procurement Manual
	DLC	Expense Reimbursements
	DLC-R	Business Meals and Travel Regulations and Procedures

66 **YOUR PROCUREMENT CARD**

67  
68 Standard credit limits for ACPS cardholders will not exceed \$5,000 unless a discussion with  
69 your Budget Analyst or supervisor had determined that your limit should be higher for efficient  
70 use of the card. The last day of each month is the closing day for each billing cycle. Where  
71 justification can be made to support higher limits, some exceptions may be granted.

72  
73 Although travel arrangements may be purchased with your P-Card, all travel must be based on  
74 pre-approved travel forms for transportation, lodging, and per diem rates. **NO TRAVEL MAY**  
75 **BE PURCHASED WITHOUT FIRST HAVING THE APPROVED TRAVEL FORM!**

76  
77 Procurement cards may not be used for personal purchases or for cash advances. The card may  
78 not be used for purchases of computers and related items without prior written approval from the  
79 Technology Department.

80  
81 **Requesting a Procurement Card**

82  
83 A Department Director, School Principal, Executive Leadership Team member, or their designee  
84 may request cards in writing from the Procurement Card Administrator in the FSD/Procurement  
85 Department. The request must include evidence that the individual has a work-related need to  
86 use a P-card (e-mail is sufficient). Individuals must be active, permanent employees to qualify  
87 for a card. Upon demonstration of a work-related need, a Cardholder Application Form  
88 (Attachment A) will be sent to the employee. This form must be completed by the employee  
89 requesting the card and signed by both the employee and the employee's supervisor. The original  
90 completed request form must be delivered to the P-Card Administrator. Irrespective of your card  
91 and transaction limits, purchases may not be made that violate this Policy, the Procurement  
92 Manual, or any other ACPS, state, local, or federal laws related to public procurements and  
93 purchasing.

94  
95 After the P-Card Administrator receives the signed agreement, the cardholder information will  
96 be sent to Bank of America for processing and a card will be mailed to Procurement for internal  
97 processing. Please allow 7-10 business days for processing.

98  
99 A P-Card profile will be generated in MUNIS by the Accounting staff. The Accounting  
100 Administrator will notify the Cardholder when the card is ready for pickup. Allow time for a  
101 one-on-one P-Card orientation. You must complete the following steps:

- 102
- 103 1. Read this manual thoroughly
  - 104 2. Receive training and discuss any questions
  - 105 3. Pick up your card from the Accounting Office
  - 106 4. Review the tax exempt number preprinted on the card and understand its purpose

- 107 5. Sign the appropriate forms (see the section below)
- 108 6. Sign and activate your card

109  
110 **Receiving Your Procurement Card**

111  
112 Although P-Cards are issued in the name of specific employees, they are the property of ACPS.  
113 When an employee receives the Procurement card, an Employee Agreement (Attachment B) and  
114 an Employee Acknowledgment Letter (Attachment C) must be signed and given to the Program  
115 Administrator. P-Card training is required by the Procurement and Accounting Offices before a  
116 card can be delivered to the cardholder.

117  
118 Upon receipt of the card, the Cardholder should activate the card and always keep it in a secure  
119 place. ACPS is responsible for the purchases you make with the card, but misuse or abuse will  
120 result in repayment by the cardholder and disciplinary action (see the section on Disciplinary  
121 Action). Although the card is issued in your name, its use does not affect your personal credit in  
122 any way.

123  
124 When a procurement card is assigned to an individual, that individual will be responsible for the  
125 security of the card and for the maintenance of the Procurement Card Log (if applicable).  
126 Authorized signers should be aware of the possibility of fraudulent use of the card and should  
127 make every effort to keep the card secure. It is the responsibility of the individual card holder to  
128 verify the information on all application forms and any information entered by the Procurement  
129 department or Accounting department in MUNIS. Individual cardholders should ensure that  
130 descriptions of purchase are listed on the online data system.

131  
132 **Using Your Procurement Card**

133  
134 Purchasing Guidelines

- 135
- 136 ● Do not share your card with anyone.
- 137 ● Do not use the card for personal purchases.
- 138 ● Goods or services under contract must be purchased from contracted vendors.
- 139 ● Obtain the lowest possible cost for the items needed for your minimum requirements.
- 140 ● Do not ask vendors to split invoices to circumvent the Procurement process.
- 141 ● When desired purchases exceed \$10,000, normal Procurement procedures must be  
142 followed (i.e., a requisition, 3-4 quotes, etc.).
- 143 ● It is the cardholder's responsibility to ensure that sufficient funds are available prior to  
144 making purchases.
- 145 ● **KEEP ALL OF YOUR ITEMIZED RECEIPTS** – A substitute credit card charge slip  
146 is not acceptable documentation. In the event the cardholder does not have an itemized

- 147 receipt, the cardholder must;
- 148 a. Fill out the affidavit for the procurement charge card with no matching receipt
- 149 (Attachment G) and have it signed by the School Principal/Department Director; and
- 150 b. Reimburse ACPS for the amount of the missing/incomplete receipt by personal check
- 151 or ACPS will deduct the funds from the following pay period.
- 152 ● ACPS is a tax exempt organization. All receipts must be clear of sales tax. ACPS,
  - 153 however, does pay for meals tax, and hotel and lodging tax.
  - 154 ● Questions regarding your Card account should be directed to the P-Card Administrator.
  - 155 ● The procurement card cannot be used with the Tyler Munis shop online functionality
  - 156 (such as Staples, Office Depot, etc.).

157

158 **WHEN USING THE P-CARD FOR TRAVEL**

159

- 160 1. Travel must be approved **IN ADVANCE**, with the travel request form documentation
- 161 submitted. Signatures required for approval on Attachment H include: director; principal;
- 162 and FSD Accounting designee.
- 163 2. **Expenses charged to the P-Card shall be lodging, airfare/train and pre-approved**
- 164 **to/from transportation (i.e. Cab, Uber, Train). NO FOOD SHALL BE CHARGED**
- 165 **ON THE PROCUREMENT CARD.**
- 166 3. **Meals incurred during travel will be reimbursed on a per diem basis using a**
- 167 **Purchase Order; not the procurement card.**
- 168 4. Original itemized receipts for **all** expenses charged to the P-Card must be submitted with
- 169 your monthly statement to accounting, and uploaded in the MUNIS P-Card module. The
- 170 P-Card may be used for fuel in rental vehicles, lodging, conference registrations and
- 171 transportation charges (i.e. airfare, train, etc.) in compliance with card transaction and
- 172 spending limits, after prior approval.
- 173 5. Travel advances will not be provided.
- 174 6. P-Cards may not be used for alcoholic beverages or any other personal items. Any use at
- 175 any time for these items will require in reimbursement to ACPS, revoked P-Card
- 176 privileges to the employee for future travel, as well as disciplinary action.

177

178 **Note that, irrespective of your credit limits, purchases may not be made that violate ACPS**

179 **Policy.**

180

181 **Prohibited activities that may result in disciplinary action and termination for cause**

182 **include but are not limited to:**

183

- 184 ● Personal transactions, travel, or any other unauthorized purchases.
- 185 ● Purchase of alcoholic beverages or any substance, material or service which violates
- 186 the law or any policy, or regulations pertaining to ACPS.

- 187 ● The cardholder allows the card to be used by another individual.
- 188 ● The cardholder splits a purchase to circumvent Procurement limitations.
- 189 ● The cardholder fails to provide the required itemized receipts and invoices.
- 190 ● The cardholder fails to provide, when requested, information about any specific
- 191 purchase.
- 192 ● The cardholder does not adhere to all of the P-Card policies and procedures and ACPS
- 193 travel regulations.
- 194
- 195
- 196
- 197

198 The procedures by which disciplinary action will be taken include:  
 199

Offense No.	Procurement	Card User
1	Procurement to notify the Card User, Approver, and Reconciler of the prohibited or unallowed charge(s)	User reimburses ACPS for prohibited or unallowed expense
2	Procurement to notify the Card User, Approver, Reconciler, and Human Resources of the prohibited or unallowed charge(s)	User reimburses ACPS for prohibited or unallowed expense; User's card(s) are suspended for thirty (30) days; User must retake P-Card training
3	Procurement to notify the Card User, Approver, Reconciler, Human Resources, and Department Head of the prohibited or unallowed charge(s)	User reimburses ACPS for prohibited or unallowed expense; User's card(s) are suspended for sixty (60) days; User must retake P-Card training
4	Procurement to notify the Card User, Approver, Reconciler, Human Resources, Department Head, and Superintendent of the prohibited or unallowed charge(s)	User reimburses ACPS for prohibited or unallowed expense; User's card(s) are revoked

200  
 201 Note that the severity of the offense may accelerate the actions defined above.

202  
 203 **Procurement Card Restrictions:**

204  
 205 No orders should be placed on the P-Card if the vendor charges a fee.

206  
 207 The following are examples of businesses that are blocked for all employees:

- 208
- |  |  |
|--|--|
| 209 Bars and Clubs   | Utilities                                    |
| 210 Liquor Stores  | Businesses located outside the United States |
| 211 Casinos  | Car Rentals (unless approved on travel form) |
| 212 Amusement & Entertainment  | Wholesale Distributors/manufacturers         |
| 213 Government Services  | Conference registration fees                 |
| 214 *Fuel (unless approved on travel form, in conjunction with car rental) |  |

215  
 216 The following are examples of items that **CANNOT** be purchased with a P-Card:

- 217
- |                              |                       |
|------------------------------|-----------------------|
| 218 Recurring Services       | Furs                  |
| 219 Computers                | Cell Phones           |
| 220 Appreciation Gifts       | Controlled Substances |
| 221 *Gift Certificates/Cards | *Gifts                |

222	Gambling	Personal Memberships
223	*Postage Stamps	Alcohol
224	Medical/Dental	Cash Advances/Money Orders
225	Jewelry/Gift Shop Items	Traveler's Checks
226	Hazardous materials	*Lease/Rentals (unless approved on travel forms)
227	Non-Business items	Weapons/Ammunition
228	Hospitality	Radioactive Materials
229	Holiday celebrations	Holiday Decorations
230	Staff appreciation gifts	*Tuition (unless approved in advance)
231	Other than Coach Tickets	Car Service (incl. UberXL, UberSUV, UberBlack)
232	Other than Room and Tax fees	Change or Cancellation Fees
233	*Rental Cars (unless approved)	Travel & Accommodations for Family or
234	Companions	
235	Upgrades or Upcharges	Personal Items

236  
237 \*Unless approved in accordance with ACPS policy\*  
238

239 **The P-Card is for school system purchases only!**

240  
241 ALL PURCHASES MADE WITH THE P-CARD MUST BE SHIPPED TO AN  
242 ALEXANDRIA CITY PUBLIC SCHOOLS FACILITY.  
243

244 If a contract exists, cardholders should verify that they received discount prices before making a  
245 purchase. If the vendor does not honor the contract price, please inform a Procurement Card  
246 Administrator.  
247

248 **Purchase Types:**

249  
250 ● In-person Purchases  
251 Tell the vendor you wish to pay for the goods with a Procurement Card. Confirm that the  
252 transaction is tax exempt. Sign and retain the itemized receipt.  
253

254 ● Telephone Purchases  
255 When ordering by telephone, indicate you wish to pay with a Procurement Card. Be sure  
256 to give the correct delivery address along with any attention lines and room numbers that  
257 are needed. Tell the vendor that ACPS is tax exempt. If they do not honor the tax-exempt  
258 status note that on your receipt and FSD will follow-up with the vendor. Provide the  
259 vendor with the card number and expiration date. Request that an itemized receipt be  
260 emailed, mailed, or faxed to you. Make sure the vendor does NOT keep the card number  
261 on file for future purchases.

262 ● Internet Purchases



263 Be sure online security is in place before making an internet order. Follow the vendor's  
264 instructions for making a purchase. If there is a place to indicate tax exempt status, be  
265 sure to do so. Verify correct ship to information. Print a copy of the order for your  
266 records. The print out must include the item description, pricing, shipping, etc.

267

268 **Food Purchases**

269

270 Food purchases may be made for non-travel events, in strict accordance with ACPS policies. The  
271 P-Card **cannot** be used to purchase food for parties (i.e., retirement, birthday, or holidays).

272

273 Food may **ONLY** be purchased on your P-Card for meetings that exceed 4 hours, where a break  
274 will disrupt the meeting. The total spent per person cannot exceed the per person per Diem for  
275 that time of day (breakfast/lunch/dinner). Please refer to [www.gsa.gov](http://www.gsa.gov) for Alexandria, VA per  
276 diem rates.

277

278 Quotes for food must be obtained from a caterer based on the number of attendees. Prior  
279 approval is still required! Documents for approval must include:

280

- 281 ● Outline of meeting/agenda
- 282 ● List of participants
- 283 ● GSA per diem for Alexandria, VA (please reference [www.gsa.gov](http://www.gsa.gov))
- 284 ● The meal per diem amount applies to the total of the bill, including delivery, set-up,  
285 and any other fees.
- 286 ● Purchases that exceed the per diem will be deducted from the next payroll of the  
287 cardholder.

288

289 **Do NOT give the card number to vendors to keep on file!**

290

291 Each month, a statement reconciliation package, for each card, must be submitted to the P-Card  
292 Administrator. It is each department's responsibility to ensure that funds are available to cover  
293 procurement card purchases. The monthly package must include the following items:

294

295 **1) PCARD STATEMENT COVER SHEET (Attachment D)**

- 296 a) The supervisor of the cardholder must indicate their review and approval of the  
297 transactions charged for the month by signing/initialing the appropriate section on the  
298 cover page. Where the cardholder is a school principal or department head, the review  
299 and approval should be performed by the appropriate executive level staff person.

300 **2) BANK OF AMERICA (BOA) ACCOUNT STATEMENT**

- 301 a) The reconciliation package must include the paper copy of the BOA account statement  
302 (which **MUST** be signed by you and your supervisor) for the month of the transactions  
303 uploaded to MUNIS.

304 **To obtain your BOA Statement:**

- 305 (1) Go to [www.BAML.com/paymentcenter](http://www.BAML.com/paymentcenter)  
 306 (2) Follow the Instructions in Attachment E- BOA Payment Center Statement  
 307 Instructions  
 308 ***b) You must ensure that the total charges shown on the BOA account statement agree***  
 309 ***with the total transactions uploaded to MUNIS. If they do not agree, contact FSD.***

310  
 311 **3) MUNIS STATEMENT TRANSACTION LIST**  
 312

- 313 a) Print the list of transactions uploaded for each card statement (See *P-Card Training for*  
 314 *Departments/Schools-Credit Card Users* for Reference). Review the list to ensure no  
 315 transactions are still coded to the P-card default account and that all transactions on the  
 316 list have a paper clip symbol indicating the itemized receipt has been uploaded.  
 317 b) Make sure that the total of transactions on the MUNIS list agrees with the total  
 318 transactions listed on the BOA monthly statement.  
 319 c) Descriptions of the item(s) purchased MUST be listed.

320  
 321 **4) ITEMIZED RECEIPTS**  
 322

- 323 a) Each individual charge slip with matching itemized cash register receipt (stapled  
 324 together) must be included in the reconciliation package. The receipts/invoices should be  
 325 presented in the package in the same order as they appear on the BOA account statement.  
 326 b) The nature of each purchase will be documented, in MUNIS, either on the receipt or on  
 327 an attachment. This should include, but not be limited to, a listing of persons who benefit  
 328 from the purchase (i.e. persons receiving meals, etc.) in the description field under review  
 329 transaction online, if applicable.  
 330 c) For any item charged for which no receipt was obtained, the Affidavit for Procurement  
 331 Card Charge with No Matching Receipt (Attachment G) will need to be completed and  
 332 signed by the school principal or Department Director.. No receipt will also be noted in  
 333 the description field in MUNIS. The form will capture all data concerning a charge for  
 334 which no documentation was remitted. This must be signed by the school  
 335 principal/department director. The cardholder must contact the vendor and request a  
 336 duplicate receipt. Employees that persistently neglect to obtain receipts or lose receipts  
 337 may lose the privilege of using a procurement card.  
 338 d) There are NO exceptions to the use of MUNIS for P-Card transactions and uploading  
 339 receipts. Charge slips, register receipts and invoices, must be reconciled with the monthly  
 340 statement and the MUNIS transaction list prior to sending the final monthly paperwork to  
 341 Accounting.

342  
 343 Failure to comply with these procedures for two (2) consecutive months will result in the card  
 344 being revoked. Fraudulent use or misuse of the card will result in disciplinary action which may  
 345 include termination.  
 346

347 **Disputed Transactions**

348  
 349 The cardholder will be responsible for resolving any dispute at the merchant level prior to  
 350 contacting the Procurement Card Administrator. If merchandise is returned or if there is an  
 351 adjustment to the charge, a copy of the credit slip shall be forwarded to Accounting with the  
 352 monthly statement. If the dispute cannot be resolved at the merchant level, it should be fully  
 353 documented in writing using Attachment F, Bank of America (BOA) Card Dispute Form.  
 354 Timeliness of the reporting of errors and problems is imperative as only 60 days from the billing  
 355 date is allowed to resolve errors. When disputes arise, ACPS must initially pay for the disputed  
 356 item. If the dispute is resolved in ACPS' favor, a credit will be applied on the subsequent  
 357 month's bill. The item in question should be noted on the monthly submission to the Accounting  
 358 Department.

359  
 360 **Declined Cards**

361  
 362 If your card is declined at a point of sale, if possible please make your purchase using another  
 363 method. Call the Procurement Card Administrator to report that your card was declined and the  
 364 name of the vendor who declined it as soon as possible. The Procurement Card Administrator  
 365 will contact Bank of America to determine if there is a problem. You will be notified as to why  
 366 the card was declined. Reasons could include the vendor does not accept VISA, you are blocked  
 367 from using the merchant category code the vendor is associated with, or you may have exceeded  
 368 a dollar or transaction limit.

369  
 370 If your procurement card declines during your travel, the cardholder may have to use personal  
 371 funds and provide documentation for reimbursement.

372  
 373 **Procurement Card Maintenance and Closure:**

374  
 375 All card set up, maintenance and closure (except for reporting lost or stolen cards) will be  
 376 handled by the Procurement Card Administrator. Any changes must be reported to the  
 377 Procurement Card Administrator via the Cardholder Application form (Attachment A). The  
 378 Procurement Card Administrator is required to close an account if a cardholder: (a) transfers to a  
 379 different school/department; (b) moves to a new job in which procurement is not part of required  
 380 duties; (c) terminates employment; or (d) for any of the following reasons which will also subject  
 381 cardholder to disciplinary action in accordance with ACPS Policies and Procedures.

382  
 383 **FSD/Procurement Administrator Responsibilities:**

- 384  
 385 1. Establish and enforce policies and procedures for the use of the procurement card.  
 386 2. Submit card requests to Bank of America (BOA).  
 387 3. Maintain records of all cardholders and authorized signers; update records for changes in  
 388 cardholders and authorized signers.  
 389 4. Conduct general problem resolution.  
 390 5. Perform monthly audit of procurement card transactions.

- 391 6. Provide training to all cardholders.
- 392 7. Accounting will receive the monthly reconciliation package which includes the BOA
- 393 printed statement, MUNIS transaction listing, and original receipts from all Cardholders.

394 **FSD/Accounting Administrator Responsibilities:**

- 395
- 396 1. Accounting will train users on the MUNIS data entry functionality.
- 397 2. Set up profiles in MUNIS for each cardholder upon receipt of approved cardholder
- 398 application from the Procurement Department.
- 399 3. Accounting will contact Cardholder to pick-up the P-Card and obtain signature of receipt.
- 400 4. Accounting will initiate the BOA transaction download for all Cardholders and upload to
- 401 MUNIS.
- 402 5. Accounting will process the Wire transfer payments to Bank of America from the Master
- 403 Statement.
- 404 6. Approve travel forms prior to a Procurement Card Administrator ordering procurement
- 405 card.
- 406 7. Train each cardholder on procedures for the procurement card.

407

408 **Departmental/School Responsibilities:**

- 409
- 410 1. Directors/Principals/Executive staff will authorize the issuance of cards and travel forms
- 411 for procurement card.
- 412 2. Department Director or Principal will designate the card program administrator for that
- 413 School/Department.
- 414 3. Allow ten (10) days for approval on all forms submitted to the FSD/Procurement Office
- 415 for all procurement cards.
- 416 4. Departments will: reconcile monthly statements and reports; review and enter description
- 417 information in MUNIS; and verify that transactions are appropriate and modify the
- 418 account default code to the proper account code.
- 419 5. Departments are to forward a monthly reporting package for each card account to the
- 420 Accounting Office by the 8th working day of the month. The package must include the
- 421 package cover page, the BOA printed statement, the MUNIS transaction listing, and
- 422 original receipts.
- 423 6. Directors/Principals/Executive level staff shall approve P-Card transactions in MUNIS.
- 424 7. Department Directors/Principals may make recommendations regarding transaction
- 425 amounts, spending limits, and merchant category blocking or usage.
- 426 8. Manage merchant/Cardholder dispute and resolutions, if dispute involves credit or
- 427 incorrect charge.
- 428 9. Immediately notify Bank of America and the Procurement Card Administrator of any lost
- 429 or stolen cards.

430       **10.** Monitor budgets and initiate budget transfers to ensure that funds are available to pay  
431           card charges.

432  
433   Any questions concerning Procurement cards can be directed to the Procurement Card  
434   Administrator in the Procurement Division, [pcardhelp@acps.k12.va.us](mailto:pcardhelp@acps.k12.va.us).

435  
436   For any questions regarding P-Card entry in MUNIS, contact Accounting at 703-619-8136.  
437