

Credit Card - Quick Reference Guide

Credit Card Guidelines

District issued credit cards are intended to complement existing purchasing processes. It is **not** intended to bypass appropriate purchasing procedures or business practices. For equipment purchases over \$500.00, please use the PO process in order for the Purchasing Department to track capital assets.

<\$500 →



>\$500 →



Cardholder Responsibilities:

- ♦ Security and sole use of the card
- ♦ Obtaining a receipt(s) at point of purchase
- ♦ Reconcile receipts to monthly statement
- ♦ Preparation of the Monthly Transaction Log (MTL)
- ♦ Validate budget availability
- ♦ Compliance with Procurement Procedures
- ♦ Provide notice of changes when necessary

Approving Managers Responsibilities:

- ♦ Review all charges
- ♦ Ensure purchases are appropriate
- ♦ Ensure usage was not for personal use
- ♦ Ensure all proper documentation is attached to the MTL
- ♦ Signing statement as approver
- ♦ Notifying Admin. Svs. If violations found

PROCESSING STEPS

- 1) Receive bank statement (Usually within the last week of the month).
- 2) Compile Receipts (with necessary attachments) and organize them according to the statement order.
- 3) Fill out MTL (min. of one (1) accounting line per transaction).
- 4) Verify the budget number(s) being utilized have adequate/available budget .
- 5) Sign MTL and statement where appropriate and obtain supervisors signature.
- 6) If using a manager code other than your own you must obtain their approval signature.
- 7) **Send packet with backup to the Finance Department by the 10th of the following month!**

Unauthorized Uses

- | | |
|--------------------------------------|--|
| ⇒ Alcohol | ⇒ Building(s)/land rental/ lease |
| ⇒ Department meetings at restaurants | ⇒ Meal charges in excess of \$40 per day (including tip) |
| ⇒ Gift cards – Gift certificates | ⇒ Tips exceeding 20% of the meal cost (included in the \$40 max) |
| ⇒ Personal purchases | ⇒ Meal costs for spouse or a family member(s) |
| ⇒ Equipment exceeding \$500 in value | ⇒ Office Depot |
| ⇒ Cash advance | ⇒ Flowers |
| ⇒ Consultant/professional services | |
| ⇒ Telephone services | |

Consequences for Misuse of the Card

- ♦ Revocation of credit card privileges
- ♦ Disciplinary measures that may include termination and legal action
- ♦ Personal liability for charges

Restricted Resources

Any budget number utilizing a **435** manager code. Purchases utilizing this code must first be authorized in writing by the Director of State and Federal Projects or his/her designee.

Commonly Used Objects

43000-Supplies & Materials

52000-Travel Expenditures (Hotel, Mileage, Meals)

58000-Outside Services (Catered, Prepared Food)



RECEIPTS SHOULD INCLUDE:

- * Agenda/Itinerary with location, date, and details of event
- * Attendees
- * Itemized Details

CONTACTS FOR QUESTIONS:

Budget - Your assigned Budget Analyst

Statements - Terri Stallings 730-7862

Card Issues - Shellie Knight 730-7529

Purchasing - Jessica Villarreal 730-7539

Example of Itemized and Non-Itemized

NON-ITEMIZED

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER :
CARD NUMBER :
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt\$: 19.46

TIP AMOUNT\$: _____

FINAL AMT\$: _____

APPROVED : 05571Z
TRACK # : 3122

SIGNATURE : _____

THANK YOU

ITEMIZED

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

Re-Printing 1

Dine In

Date: 11-11-2013 Time: 1:23PM

30

Server: CYNTHIA_LOPEZ

TAB#: B05

No. of Guest : 2

1 L- Cashew Chicken	7.50
w. Brown Rice	
w. Egg Flower Soup	
1 L- Mongolian Chicken	8.00
w. Brown Rice	
w. Egg Flower Soup	
1 Hot Tea (per pot)	2.50
Amount :	18.00
TAX(8.1%) :	1.46
TOTAL :	19.46

Thank you very much.

STATEMENT CYCLE

Receive New Bank Statement

Submit Packet to Finance By the 10th of Next Month

Compile Receipts w/Attachments

Obtain Necessary Signatures

Fill Out MTL

Ensure Sufficient Budget Balance

TIP EXAMPLE

Scenario One:

Total of Food
Before Tax = \$18.00
Tip @ 20% = \$ 3.60
Plus Tax = \$ 1.46
Total Bill = \$23.06 <-Good

Scenario Two:

Total of Food
Before Tax = \$36.00
Tip @ 20% = \$ 7.20
Plus Tax = \$ 3.06
Total Bill = **\$46.26 <-Over**

Reminder: The total bill, including tip and tax, cannot exceed \$40 per day.

For further detail please see the "Cardholder Manual of Policies and Procedures"