



VISALIA UNIFIED SCHOOL DISTRICT

PURCHASE CARD PROCEDURES (IMPAC – CAL CARD)

District purchase card procedures have been revised. It is no longer necessary to submit a requisition form with your card request form. Budget dollars are no longer encumbered.

To have a purchase card issued to you, please complete the Purchase Card Account Request Form and the Agreement to Accept a Purchasing Card Form (pages 8 & 9 of this packet)

After you receive your card, please use the Monthly Transaction Log, on page 11 of this packet, to record purchases with proper budget number. Submit the Monthly Transaction Log, with the monthly card statement and individual invoices, to the Accounting Department for payment.

You are NOT authorized to use your card at Office Depot retail stores. The District is currently under contract with the corporate office in Fresno. The District receives significant cost savings when utilizing the Fresno Office. Please process your Office Depot orders utilizing Epylon supply order process for next day delivery from Office Depot.

Use (Sales) Tax does apply to e-commerce (Internet) purchases at this time. Always verify that sales tax is paid. Fill out the district sales tax form on page 10 of this packet, if it is not paid upon purchase. Submit with monthly payment packet.

Please make copies as needed for your site/department.

Revised: January 2011

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Purchase Card Guidelines

District issued purchase 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 the fixed assets inventory on the QSS Financial System.

Cardholder Responsibilities:

- Security of the card
- Sole use of the card
- Compliance with Procurement Procedures for Purchase of Items
- Preparation of the monthly account reconciliation (Bank Statements)

Approval Process: The approving manager is responsible for

- Reviewing all charges
- Ensuring purchases are appropriate
- Ensuring all proper documentation is attached to the monthly account reconciliation

Limits and Vendor Restrictions

Credit Limits: The Purchasing Card has a monthly credit limit established by the program manager. If you reach this limit, the transaction will be rejected by the merchant. (To change the credit limit, your program manager must complete a Purchasing Card Account form and forward it to the Purchasing Card Administrator.)

Restricted Uses

Several items or services are restricted from purchase by the program policy. Listed below is the general nature of unallowed uses:

- ✓ Alcohol
- ✓ Department meetings at restaurants – See Food Policy, Attachment A, for further guidance
- ✓ Dues or Memberships
- ✓ Student Body purchases unless you get a separate card for student body only
- ✓ Gift Cards – Gift Certificates
- ✓ Personal purchases
- ✓ Equipment exceeding \$500 value (unless having written permission from the Director of Purchasing)
- ✓ Cash Advance
- ✓ Consultant Services – it is okay to pay for incidental expenses when contract is board approved
- ✓ Purchase of Telephone Services
- ✓ Rental or Lease of Land or Buildings
- ✓ Meal charges in excess of \$40 per day (including tips) - For approved out of town travel & conference only
- ✓ Tips (included in the \$40 max above) that exceed 20% of the meal cost
- ✓ Meal costs for spouses or family members

No purchases for the following categorical programs, unless first authorized in writing by the Director of State and Federal Projects:

<u>Program</u>	<u>Resource</u>
Title I	30100
Title II	42030
SIP (all schools)	73952 & 73953
TIIG	73941
Title I Program Improvement	31700
American Indian	45100
II/USP	72550
High Priority	72580

Consequences for Misuse of the Card

- √ Revocation of the card
- √ Disciplinary measures that may include termination and legal action

How the Card Works

When a purchase authorization is requested by the supplier at the point-of sale, the Card is validated against pre-set limits established by your manager. All transactions are approved or denied based on the following card authorization criteria:

- √ Proper name-to-person using the card
- √ Spending limit per purchasing period
- √ Card Expiration Date

Ordering Process

The Cardholder can purchase the goods either in person, by phone or FAX. The Cardholder shall require the supplier to itemize the receipt or invoice. An itemized receipt/invoice consists of the following information:

Make sure the receipt turned in with the monthly transaction log has the following information:

1. Vendor Name & Address
2. Date of Purchase
3. Card Number & Cardholder's Name
4. A detailed description of EACH item
5. Quantity purchased
6. Price per item
7. Extended Price per item
8. Amount of sales tax
9. Shipping/Handling charges, if applicable
10. Total amount of the transaction

Hotels and e-commerce vendors often give customers confirming information slips but

these are NOT receipts for attaching to the monthly transaction log. A receipt shows the items were paid and when.

It is the Cardholder's responsibility to inspect the shipment. In case of returns, the Cardholder must coordinate directly with the supplier. All packing slips must be retained as part of the Card documentation.

Card Transaction Log

You should record in the log each time you make a purchase. Please make sure descriptions are clear enough to pass monthly audits. Cardholder must always obtain a **detailed** receipt for each purchase when using the Purchasing Card.

Reconciliation

Cardholders will receive a copy of their monthly invoice. Please make sure the receipts match that total.

When you receive the monthly statement, perform the following steps:

- Compare backup document to transactions listed on the statement
- Ensure any exceptions are corrected
- Sign the monthly Log once you review and agree with it
- Have the Program manager sign the Log
- Forward all documents to the Program Administrator for approval

IMPORTANT: The above procedures are mandatory.

All purchases of any kind must have a receipt. If the receipt is lost, contact the vendor for a copy. As a last resort, an affidavit of lost receipt may be submitted.

An itemized receipt must accompany all meal charges, along with an explanation of the meal: who, what, when, where and why the meal took place. In the cast of meetings, an agenda must also be submitted with the receipt. Cardholders will not receive a per diem allowance, but will continue on a card payment basis.

Card Security

The Purchasing Card should be stored in a secure location. Since you are personally responsible for its use and are the only one who is authorized to use the card, it should be accessible only to you.

The only person that is entitled to use the card is the person whose name appears on the face of the card. Do NOT lend your card to others for use. If you are going to be absent for an extended length of time, the program manager may request that a new card be issued to a different person for the duration. It takes approximately ten (10) working days to issue a new card, so please plan ahead.

Reporting Lost Purchasing Card

- The Cardholder must immediately contact the bank:
- The Cardholder is liable for all unauthorized use of the card until the bank is notified of lost card
- The Cardholder will then immediately contact his/her District program manager
- The program manager will notify the District Purchasing Department
- The Purchasing Department will contact the bank to obtain a replacement card

Replacing the Purchasing Card

There may be instances when it becomes necessary to replace the card or obtain additional cards. A memorandum must be submitted to the Purchasing Department, along with the old card if it is worn or defective.

Do NOT fold, spindle or mutilate the old card.

The Purchasing Department will notify the Cardholder when the replacement card is available.

What if the Cardholder leaves? When a Cardholder leaves or transfers, the card should be immediately canceled by calling the Purchasing Department.

Card Disputes

In case of an exception or disputed charge, the Cardholder should first contact the supplier. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, you should see the correction on your next statement.

If you cannot reach an agreement with the supplier, the next step is to contact First Bank Card Center. Call the Purchasing Department for the phone number.

IMPORTANT: Failure to take immediate and appropriate action could result in a loss OR cancellation of your Card.

What if the supplier does not accept the card?

There could be several reasons why a vendor does not accept the Card. Please check with the Purchasing Department first to see if there is a valid reason. Information on a declined purchase transaction, is not available until the next working day

Returns and Credits

Returns: If you need to return an item for any reason, request a “Return Goods Authorization Number” from the supplier and enter that number as part of the documentation for that transaction in case further follow-up is required. Determine if the supplier will pick up the item, issue a “Call Tag” or if it is necessary for you to return it to the supplier.

Credits: The supplier should issue a credit for any item that has been discussed and agreed upon for return. This credit will appear on a subsequent statement.

Neither the Purchasing nor Accounting Departments are responsible for Return & Credit follow up.

Sales Tax

The Visalia Unified School District is **NOT** exempt from paying California Sales Tax, therefore, as you place an order with the supplier/merchant, you should emphasize that the purchase **MUST** include sales tax. It is the Cardholder's responsibility to make sure it is included on every transaction.

Some out of state suppliers do not charge California State Sales Tax. It is Visalia Unified School District's responsibility to file a return and remit directly to the State board of Equalization any Use Tax on these purchases. It is, therefore, the Cardholder's responsibility to document this for the Accounting Department. The current Visalia tax rate is 8% of the purchase price, excluding "freight" and "handling". Invoices should be reviewed carefully to verify that the Sales Tax has been included. If it has not, or it is less than 8%, a "Purchasing Use Tax Worksheet" should be completed by listing the supplier name, state, the TAXABLE portion of the purchase price and the amount of tax. For example,

<u>Supplier/Merchant Name</u>	<u>State</u>	<u>Price</u>	<u>6.0%Tax</u>
Texas Instruments Corp	Texas	395.00	23.70

NOTE: Should "freight" and/or "handling" be included, be sure to deduct and calculate the tax on the total purchase price only.

The above invoice is short 2% tax to the California Equalization Board. Complete the Use Tax Worksheet for \$7.90 (2% X \$395). The Purchasing Card Use Tax Worksheet must be submitted with the monthly Transaction Log.

Please Note: Use (Sales) Tax does apply to e-commerce (Internet) purchases.

Visalia Unified School District
PURCHASE CARD ACCOUNT FORM
(For new accounts or changes)

Is this a new setup or a change to an existing Cardholder? ☐ New ☐ Change

If this is a change, please provide the Cardholder's Name and Account Number

Name _____ Account # _____

Note: if this is a change, please only enter those fields that you want to change.

1. Cardholder's Name
2. Social Security Number
3. District Site Name
4. Phone Number
5. What is the Monthly Credit Limit Desired? _____
6. What is the Single Transaction Limit Desires? _____
7. Valid Merchant Code(s) 000 all vendors allowed will be assigned unless noted on this form. All vendors allowed: yes _____ no _____
8. Department Administrator's Name

Signature of Cardholder

Date

Manager Approval Signature

Date

District Approval Signature

Date

**AGREEMENT TO ACCEPT A PURCHASING CARD
ISSUED BY VISALIA UNIFIED SCHOOL DISTRICT**

Visalia Unified School District is presenting to you this Purchase Card. It represents the District's trust in you and your empowerment, as a responsible employee, to safeguard and protect our assets and the taxpayer's money.

I, _____, hereby acknowledge receipt of a Visalia Unified School District Purchase Card, Card Number _____.

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Manual provided, and as such the Manual may subsequently be revised. I acknowledge receipt of the manual and training, and confirm that I have read and understood its terms and conditions. I understand Visalia Unified School District is liable to the Bank for all charges made by me.

As the holder of this Purchase Card, I agree to accept responsibility for the protection and proper use of this Card as outlined in this Agreement and the manual. I understand that Visalia Unified School District WILL audit the use of this Purchasing Card. I understand that I CANNOT use the Purchasing Card for illegal or personal use.

I further understand that improper use of this Card may result in disciplinary action, up to and including termination of employment. Should I fail to use this Card properly, I authorize Visalia Unified School District to deduct from my salary the amount equal to the total of misuse. I also agree to allow the Visalia Unified School District to collect any amounts owed by me even if I am no longer employed by the Visalia Unified School District. If Visalia Unified School District initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the Visalia Unified School District in such proceedings.

CARDHOLDER:

Signature: _____ Date: _____
SSN: _____ Home Phone: _____
Name (Print): _____ Title: _____
Department: _____ Business Phone: _____
Home Address: _____ City/ZIP: _____

PROGRAM ADMINISTRATOR:

Signature: _____ Date: _____

PURCHASE CARD USE (SALES) TAX WORKSHEET

SUBMIT THIS FORM WITH YOUR MONTHLY PAYMENT PACKET AS NEEDED

Account Number: _____ Today's Date / /
Cardholder's Name: _____ Period Ending: / /

Department: _____ Phone Number: / /

Supplier/Merchant Name State Price Sales Tax Due
(current rate – 8%)

Indicate what budget number(s) to be charged for the above sales tax:

Fund 3	Resource 5	Project Year 1	Goal 5	Function 5	Object 5	Site 3	Type 4	Manager 3	Amount Paid

I.M.P.A.C. GOVERNMENT SERVICES

MONTHLY TRANSACTION LOG
Include sales tax worksheet as needed

Cardholder _____ PV# _____

VISA # _____

Vendor # 33110

Statement Date _____

Invoice # _____

Site _____

Sales Tax worksheet_____is included
_____is not included

[illegible]**TOTAL**

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I have reviewed this statement and certify that all purchases listed on this statement are True and correct and were made for official Visalia Unified School District Purposes.

Signature

Date _____

ATTACHMENT A – Food Purchasing Policy

*Craig Wheaton, Ed.D.,
Superintendent*

*Robert Groeber,
Assistant Superintendent
Administrative Services*

*Christine Statton, CPA, Chief
Financial Officer*



Board of Education

**Tim Chaney
Rodney Elder
Larry Jones
Donna Martin
Jim L. Qualls
William A. Fulmer
Charles Ulmschneider**

TO: VUSD Administrators
FROM: Christine Statton
DATE: December 1, 2010
SUBJECT: District Food Costs for Staff

Visalia Unified administration would like to share these overarching guidelines for food purchases for our district. With the current economic strain on our district budget, we felt it would be helpful to establish these guidelines regarding food purchases for staff and for adults.

As we remember that we are here first and foremost for the education of children, it is our hope that all of our district budgets and resources should be used in the most efficient manner to that end. Please feel free to contact the Finance Department or your Area Superintendent with specific questions regarding food purchases.

1. Up to two site-level professional development lunches will be allowed per year if funded out of an appropriate resource. It must be a working lunch during training with an agenda. (With our current “non-work” days replacing staff development days, this may not be applicable for a while.)
2. Additional site-level professional development lunches will be allowed when offered on the teachers’ duty-free lunch, and staff training is led by a consultant or trainer (and when funded out of an appropriate resource).
3. Site-level continental breakfasts can be offered at a minimal cost per person, when certificated staff are voluntarily attending a training starting *prior to 7:30 AM* (and prior to the work day).
4. Site or department level staff meetings should not occur at restaurants (unless self-funded).
5. Please issue a requisition and PO for each specific catering or meal event (open PO’s for food supplies for staff development meetings will no longer be approved).
6. Coffee and tea supplies for staff lounges should be personally funded through staff donations.
7. Snack or food purchases for staff meetings held on sites or at district offices will be allowed for a cost of \$1 or less per staff member once a month.
8. Large district-level trainings can offer continental breakfasts when staff are requested to arrive at 7:45 AM or earlier.
9. Restaurant or catered staff or holiday parties shall be paid by a collection or donation fund.
10. Food costs for parent trainings, etc, will continue to be allowed when funded out of the appropriate categorical fund such as EIA, PIQE, or EIA LEP.
11. “Staff appreciation” and “Parent volunteer appreciation” purchases (food or drinks) should be personally funded or funded by a booster club or PTA.
12. Meal reimbursements for approved travel/conference events will continue.
13. Special exceptions to the above guidelines will require cabinet level approval.