Tigard-Tualatin School District

Procurement Card Program Manual

August 2021

CARD LOST, STOLEN, or FRAUD

Immediately notify Bank of America at 1.888.449.2273

Note the name of the Bank of America employee who takes your call, the time and the date. TTSD is financially liable for all unauthorized use of the card until the Bank of America is notified.

After the bank has been notified, inform your designated departmental contact (Bookkeeper) and send an email to pcards@ttsd.k12.or.us .

P-Card Program Contacts:

Card questions, password resets, limit change, fraud, etc…. email: pcards@ttsd.k12.or.us

P-Card Administrator	Sarah Mehrabzadeh	503.431.4038
Travel P-Card Questions	Connie Walters	503.431.4036

If you are at a location and having trouble with your p-card, call 503-431-4165 or 503-431-4076 for assistance. Do not use your personal credit card instead, $50 reimbursement rule still applies.

Bank of America WORKS:	https://payment2.works.com/works/session
Bank of America GLOBAL CARD ACCESS:	https://spacardportal.works.com/gar/login

Overview

The p-card program is an efficient way of making ***basic, minor purchases*** as part of your job, and to support the work of Tigard-Tualatin School District (TTSD). *P-Cards are not meant to replace TTSD purchasing procedures/rules or approval process.*

For new users and approvers

- The p-card is a charge card issued to a TTSD employee or department for the purpose of making authorized purchases on behalf of the District.
- A p-card may be used like a credit card within the boundaries detailed in this manual.
- Your p-card will not impact your personal credit. No personal credit information is obtained or requested as part of the cardholder process.
- You are responsible for keeping your card and card information secure, and you are responsible for the purchases you make and any purchases you allow other District personnel to make with your card.
- Your p-card is a Chip and PIN card and you are required to keep your PIN confidential and separate from your p-card.

Who is NOT eligible to use the p-card

- Volunteers, employees of temporary staffing agencies, and outside contractors/consultants
- Employees on extended leave such as FMLA, medical, disciplinary and other leaves of absence
- Employees whose privileges have been revoked due to abuse
- Employees who have not read the manual and signed the Procurement Card Agreement form (Appendix A)

Note: having a P-Card does not in itself authorize you to make purchases.

Requesting a p-card

- Cards will be issued per the Table of Individual Card Limits.
- Additional types must be approved by the Controller.
- Employees will be issued a card upon reading this manual and signing the Procurement Card Agreement form (Appendix A). Please email the complete form to pcards@ttsd.k12.or.us.
- Note: a p-card is a privilege not a right; violations will result in p-card suspension and/or access restricted.

Receiving a p-card

Individual and Department cards will be sent to the school Bookkeeper.

Prior to using the card, you must

- Sign the back of the card, if and individual card, or write "see employee ID", for school/department cards.
- To activate the card following the instructions provided with the card. Note the verification I.D. number is included with the card. For additional help, please email pcards@ttsd.k12.or.us.
- Reminder, before checking a p-card out to someone; they must read and sign the P-Card Checkout Acknowledgement.

Card Usage

Ethical Use

It is the policy of TTSD for employees, in their status as public officials (Appendix G) to refrain from p-card activities that:

- Create a potential conflict of interest, or
- Potentially result in the appearance of using public office for personal financial gain.

If an employee encounters a potential conflict of interest or potentially could be viewed as receiving personal financial gain, or avoiding financial detriment, in using the p-card, they should *contact the Business Office for guidance*.

As a matter of the high ethical standards of TTSD, each individual will refrain from participating in any purchasing business which is being conducted with individuals or vendors whom you have a close personal, professional or family connections.

The card is to be used for TTSD authorized purchases only. *If you have questions, please contact the Business Office for guidance*. Misuse is grounds for disciplinary action up to and including dismissal.

Travel

Travel arrangements (hotel and airline reservations) must always be processed through the Business Office. Please complete a Travel Form and submit it to your building/department Bookkeeper for processing and approval.

Use of a p-card is allowed for:

- Registration fees – not to include meal packages or special events
- Parking
- Shuttle or Taxi fare

- Airline baggage fees
- If the Business Office has rented you a vehicle, gas can be purchased using a p-card while traveling on District business.

Use of a p-card is prohibited for:

- Airfare - all airfare purchases must be made by the Business Office.
- Meals/Food while traveling. Instead, employees may be provided with a "per diem" allowance for meals while on travel status unless pre-approved.
- Gas purchases are not approved while traveling except in the case of a pre-approved car rental.

Field Trips

Payments for student meals require a list of the students attending prior to authorization. Additionally, you must note the purpose and time frame of the trip. After the trip, you must submit a second listing with student initials that they attended the event.

Payments for student activity lodging and entry fees must be supported by receipts AND a list of students who attended.

Individual card limits/parameters

The Business Office will work with the School Principal or Department Heads to set up a p-card program tailored to the department needs. This program will define:

- The number of actual cards/accounts,
- The types of card accounts:
    - Individual Account: card issued in an individual's name.
    - Department Account: card issued in the name of the school/department or program and held in a central location within the department to be distributed for purchases on an as- needed basis only,
- The limit for each card, which is generally the maximum amount expected to be charged in any 30 day period. (The bank will reject your transaction if you are over your limit), and
- The total transaction limit for each p-card as shown at the table below according to department and job title.

Administrative			
Job Description	**Card Limit**	**Card Clear Limit**	**Single Trans. Limit**
Superintendent	5,000.00	5,000.00	5,000.00
Superintendent Secretary	5,000.00	5,000.00	5,000.00
Director	5,000.00	5,000.00	5,000.00
Associate Director	1,000.00	1,000.00	1,000.00
Transportation Director	1,000.00	1,000.00	1,000.00
Purchasing Agent	80,000.00	40,000.00	40,000.00
Purchasing Assistant	30,000.00	10,000.00	10,000.00
Nutrition Services Manager	3,000.00	1,000.00	1,000.00
Schools			
Elementary School Card	1,000.00	1,000.00	1,000.00
Middle School Card	1,000.00	1,000.00	1,000.00
Middle School Bookkeeper	5,000.00	2,000.00	5,000.00
High School Card	2,000.00	2,000.00	2,000.00
High School Bookkeeper	5,000.00	2,000.00	5,000.00
High School “Amazon Business” card	12,000.00	12,000.00	12,000.00
Principal	1,000.00	1,000.00	1,000.00
Operations			
Administrative Specialist 3	3,000.00	3,000.00	1,000.00
Administrative Specialist 4*	5,000.00	5,000.00	1,000.00
Building Specialist 1	300.00	300.00	300.00
Building Specialist 2	500.00	500.00	500.00
Building Specialist 4	1,000.00	1,000.00	500.00
Courier, Warehouse	1,000.00	1,000.00	1,000.00
Custodial Manager	5,000.00	2,000.00	2,000.00

Facilities Manager*	5,000.00	2,000.00	2,000.00
Floor Technician	1,500.00	1,500.00	1,500.00
HVAC/R2	1,000.00	1,000.00	1,000.00
Limited Energy Technician (LME)	1,500.00	1,500.00	1,500.00
Maintenance Carpenter Lead	3,000.00	3,000.00	1,000.00
Maintenance Grounds	1,000.00	1,000.00	1,000.00
Maintenance Grounds Lead	3,000.00	3,000.00	1,000.00
Maintenance Journeyman Plumber	2,000.00	2,000.00	1,000.00
Maintenance Licensed Electrician	3,000.00	3,000.00	1,500.00
Maintenance Support	2,000.00	2,000.00	1,000.00
Plant Electrical Supervisor	3,500.00	3,500.00	2,000.00
Team Leader 1	2,000.00	2,000.00	1,000.00
Utility/Cleaning Technician	2,000.00	2,000.00	1,000.00
Warehouse Building Specialist 1	2,000.00	2,000.00	1,000.00

* often need temporary increases for large purchases

Other

Job Description	**Card Limit**	**Card Clear Limit**	**Single Trans. Limit**
Caring Closet	5,000.00	2,000.00	2,000.00
Family Resource Center	5,000.00	2,000.00	2,000.00
Food Service Department	1,000.00	1,000.00	500.00
Mail room – Transportation Dept	1,000.00	1,000.00	500.00
Technology Department	2,500.00	1,000.00	1,000.00
Art Literacy	500.00	500.00	500.00
OrRTI	15,000.00	15,000.00	15,000.00
OrRTI - traveling staff	5,000.00	5,000.00	5,000.00
Other Programs	5,000.00	1,500.00	1,500.00

General guidelines for purchases

You may not break a purchase into smaller amounts or purchase multiple parts of a complete system separately in order to circumvent the dollar limits per transaction. All employees need to ensure that card users are aware of the following parameters for use of the card.

Certain types of purchases need to be coordinated/authorized through other departments and those purchases are subject to the same general limitations:

- **Buildings/grounds/trade services requirements** will continue to be coordinated through the Operations department, and
- **Information technology services, equipment and supplies** will continue to be coordinated through the Technology Services department

Approved supplies, equipment, rentals, etc…

Approved purchases are subject to TTSD Public Contracting Rules. It is the employee's responsibility to know and understand the rules in place at the time of any purchase. Typical p-card Uses are:

- Home Economics class expenses
- Bus Tickets
- Training Registration Fee/Conferences
- Professional Educator Funds (PEF) Purchases
- Courier Services
- Printing/Reproductions
- Postage
- Memberships/Dues
- Catering/Food (please include purpose of food such as agenda and number of attendees)
- Office Supplies
- Awards/Recognition
- School Supplies
- Library/Reference Materials
- Training Videos
- Uniforms

Unapproved purchase actions

- Cash advances
- Tuition
- Furniture (Contact Purchasing options and Operations for current availability)
- Computer Hardware, Printers, Scanner, Projector and Software (contact District Technology Department)
- Cameras/Video Cameras
- Copiers or anything involving signing a lease or rental agreement
- Telephone Equipment (contact District Technology Department)
- Salary and Wages
- Personal expenses/use
- Gasoline for personal vehicles
- Gift Cards, unless allowed by TTSD administrative rule DJ
- Alcoholic beverages
- Prescription Drugs
- Entertainment

Unapproved usage

- Do not use card in a manner that conflicts with established procurement guidelines
- Services (architects, engineers, consultants, guest speakers, installers, etc…)
- Temporary employee services and construction services
- Fixed Assets (individual item over $5,000)
- Rebate
- Meetings and Events (rental fees)
- Percentage off program
- Frequent flyer program

WORKS

For school/department check-out cards, log into the Works system to verify purchases, information matches receipts received, and sign-off on transactions. For individual cards, cardholder should regularly log into the Works system to verify purchases, information matches receipts received, and sign-off on transactions.

Security and Safety

You must keep your p-card safe and secure where it may not be readily accessed by others. An Individual p-card is issued to you individually, not your school or department. Secure storage locations for your card may include:

- A locked drawer or file cabinet at your site,
- Your personal wallet/purse – in a place apart from other credit/debit cards or in a sleeve to avoid mix up, or
- An office or school safe.

Only District employees are allowed to use TTSD procurement cards.

Cardholder Responsibilities

- To keep the card secure
- To read and understand this manual in its entirety
- To assure you make purchases with the card in compliance with the requirements of this manual
- To retain documents and receipts, provide them monthly in a timely manner (tenth of the month)
- Sign off transactions in Works in a timely manner
- Read, sign and return Annual P-Card Acknowledgement

Bookkeeper Responsibilities

To review, verify and only enter requisitions once all proper documentation is provided. Bookkeeper is responsible for notifying the Controller of violations and documenting communication. Responsible for checkout process for school/department p-cards. Additional responsibilities as listed throughout this manual.

Approver Responsibilities

As an Approver, it is your responsibility to review and approve what is being purchased by your employees. All school, department, and employee cards require requisition.

Lost Cards

Immediately notify Bank of America at 1.888.449.2273. Note the name of the Bank of America employee who takes your call, the time and the date. TTSD is financially liable for all unauthorized use of the card until the Bank of America is notified.

After the bank has been notified, inform your designated departmental contact (Bookkeeper) and send an email to pcards@ttsd.k12.or.us .

Closing Your Account

You must turn your card over to your bookkeeper immediately when:

- You terminate employment with the district,
- You transfer to another department or position, or
- You are on extended leave status, which includes:
    - FMLA
    - Medical Disability
    - Disciplinary leave
    - Other Leave of Absence

Misuse

Misuse of the card may result in forfeiture of the card, legal action against the cardholder and/or card user, deduction of wages for repayment of discrepancies and disciplinary action up to and including the termination of the cardholder and/or card user.

If you have any questions about appropriate use of the card, please contact your supervisor or Business Office (pcards@ttsd.k12.or.us) before acting.

Below are three types of cardholder and/or card user violations. The School Principal or Department Head will take appropriate action, which requires informing the employee to immediately reimburse the TTSD for any unauthorized transactions and revoking the cardholder's p-card privileges. All violations and disciplinary steps taken are to be recorded in email from the School Principal or Department Head to both the Program Administrator and the Business Office. The School Principal or Department Head also has the authority to ask the Program Administrator to cancel a card at any time if there is the perception that a p-card is being used inappropriately.

Personal purchases

Violation: It is a cardholder violation to make ANY personal purchase with the p-card, whether or not the cardholder intended to pay TTSD back for the purchase. Anything that is not purchased for the sole use and ownership by TTSD will be considered to be a personal purchase.

Purchase of items expressly prohibited by policy

Violation: Purchase of items listed in the manual as prohibited (for example: items over $5,000, services, etc).

Habitual late submission of transaction log/continual receipt loss

Violation: Failure to reconcile, complete, sign and submit the monthly transaction log and all *itemized* receipts and source documentation to the designated departmental contact by the required due date (tenth of the month). Failure to obtain or retain receipts, packing slips and all other source documents required to reconcile the cardholder's monthly statement.

Chart of consequences

Infraction	First Occurrences	Habitual Infractions
• Not signing of transactions in Works (cardholder) • Unauthorized use of other's p-card • Lack of documentation, missing receipts or lack of itemized receipts	Email notice to user, copy to supervisor	P-Card will be suspended and/or will lose access to use p-cards.
• Unauthorized purchase • Intentional Misuse	Email separate notices to user and supervisor	Report to HR, supervisor in copy, disciplinary action up to termination
Accidental purchases	Cardholder must immediately pay the District for the purchase	Reoccurring accidental purchases will be treated as unauthorized purchases (shown above)
Abuse	Report to HR, supervisor in copy, disciplinary action up to termination	

Reimbursement

Cardholders will reimburse the District for any accidental, unauthorized, or non-District approved charges immediately. Charges will be deducted from your next paycheck if not reimbursed to the District.

If a cardholder does not have a p-card at their disposal, a purchase up to $50 can be made using their personal card as long as this card does not receive any benefits. **Any amount over this limit will not be reimbursed by the District.**

Procedures/Records

The cardholder is responsible for ensuring that all required steps are completed when placing an order.

Shipped orders

- **ORDERS CAN NEVER BE SHIPPED TO PERSONAL ADDRESS, ONLY TTSD LOCATIONS.**

- Packaging must be received by a staff member. All packages received should be immediately opened and reconciled with the original order. *Damaged packages should be refused and set back with the carrier.*

Obtain proper information

You must submit an itemized receipt or invoice from the vendor/supplier every time you use the p-card. This receipt or invoice must contain the following information:

- Vendor name and address,
- Date of purchase,
- Description of each item and the quantity,
- Price per item/Extended price per item,
- Shipping/handling charges, and
- Total amount of the transaction

The cardholder is responsible for obtaining appropriate documentation of each transaction. Depending on the way your department operates you may be responsible for recording your transactions on a Procurement Card Transaction Log (see Appendix C) or giving the information to the designated departmental contact for recording. Keep all receipts, invoices, packing slips, and order forms, registration applications, etc. with the log form. In the extreme situation when supporting documentation cannot be obtained, complete the Lost, Stolen or Missing Receipt Documentation form.

Blocked merchant category codes

Some types of vendors have been blocked from usage in the program. If you present your card to any of these vendors, the transaction will be declined. If you are declined and feel the decline should not have occurred, you may contact TTSD Procurement Card Program Support Team at pcards@ttsd.k12.or.us .

Returns

Goods purchased through a procurement card may be returned for **DIRECT REPLACEMENT** or **CREDIT ONLY**. **Cardholders may not accept a cash refund.** You must keep the credit receipt and original receipt for the log.

Disputed charges

The cardholder must settle disputed charges, following these procedures:

- Contact the vendor to discuss the disputed charge.
- If you cannot reach an agreement with the vendor or they need more time to investigate the dispute, contact the Bank of America's 24-hour customer service center at 1-888-449-2273 and email pcards@ttsd.k12.or.us immediately.

- A new card will be issued.

Account review and reconciliation

WORKS

For school/department check-out cards, log into the Works system to verify purchases, information matches receipts received, and sign-off on transactions. For individual cards, cardholder should regularly log into the Works system to verify purchases, information matches receipts received, and sign-off on transactions.

Billing cycle

The billing cycle ends on the 4th of the month**.** Payment to Bank of America is made via bank transfer on or about the 27th of the month. **Monthly statements with complete documentation, account numbers and amounts are due to the Business Office by the 10th of each month.** At any time during the billing cycle, cardholders may view their current charges online using WORKS, Bank of America's reporting tool. Please contact the TTSD P-Card Support Team for more information (pcards@ttsd.k12.or.us)

Monthly statements are available by logging into Global Access and in the Bookkeeper Share Drive. After each purchase, you should record your transaction on an electronic Procurement Card Transaction Log. (Appendix C) and give all receipts, invoices, packing slips, and quotation documents to your designated departmental contact person.

By the 10th of the month, the person reconciling the statement should:

- Obtain all receipts, invoices, and packing slips
- Verify that all items ordered have been received,
- Review the transaction log by comparing the supporting documents (receipts, invoices, packing slips, order forms, list of students for field trip expense(s), registration applications, etc.) to the transactions listed on the billing statement,
- Make note of any exceptions that must be dealt with and contact the Controller regarding violations or issues
- Verify that any past exceptions have been resolved,
- Assign account number to be charged (if applicable), note it on the receipt or the p-card log depending on the procedures in your department,
- Forward/scan in one package, the monthly statement, and all receipts and other supporting documents to your school bookkeeper or secretary to input a requisition into Infinite Visions, and
- School Principal or Department Head approves requisition in Infinite Visions.

- **Note: Statements for Administrators must be sent to Superintendent & School Board Executive Assistant for review and signature.**

The Departmental monthly review of the bank statement should look for the following:

- Are the charges for approved supplies?
- Is required documentation attached?
- Are there multiple purchases of like items within a short period of time? Splitting order requirements in order to avoid purchasing thresholds is a misuse of the P-Card and may result in disciplinary action and cancellation of the user's P-Card.
- Does the information on the statement match the receipts/invoices provided; i.e. do all the line items match the invoices?

More frequent reviews are possible using WORKS, Bank of America's online reporting tool. All p-card expenditures, whether authorized or not, whether appropriate or not, must be reconciled and paid to Bank of America following the procedures described in these guidelines. Any unauthorized or inappropriate expenditures must be reported by e-mail from the School Principal or Department Head to the Controller.

Business Office

The Business Office is responsible for:

- Ensuring that charges are attributed to the correct accounts (as specified by the School Principal or Department Heads)
- Periodically reviewing card usage to determine if inactive cards should be voided
- Ensuring initial implementation training is provided to potential credit card users before the card is issued to an employee
- Providing district employees opportunities for initial and annual refresher training
- Conducting quarterly internal audits
- Inactivating procurement cards over summer break for 10 month employees

In keeping with Generally Accepted Account Principles (GAAP) recommendations on internal control, the Business Office will conduct a quarterly audit of all accounts in order to monitor compliance with P- Card policies.

The review includes:

- **Credit limit vs. actual expenditure**: Business Office may make recommendations for credit limit adjustments based on past performance on a given account,
- **Frequency of use**: A p-card is considered "inactive" if unused for six (6) months. Twelve (12) months of inactivity will result in a review of the account for closure,

- **Purchasing regulations and opportunities**: In order to discover opportunities for streamlining the program, as well as to ensure compliance with state & local purchasing regulations.
- **Internal Control and Process Documentation**: Business Office reviews transaction dollar amounts, vendors, and number of transactions to ensure all purchases are approved and in compliance with p-card policy.

Schools/Departments

In order to keep your P- Card Program current, schools/departments should:

- Initiate closure of severely inactive accounts
- Consolidate p-card-based purchasing in some instances where practical
- Limit the issuance of "just-in-case" p-cards
- P-Cards deployed in seasonal programs should be activated only during the designated season
- P-Cards for emergency purchases should be limited to a maximum of one per location, unit, or program
- The holder of that one p-card should be the most likely purchaser

What do I do if a transaction is declined?

Possible reasons for decline and what to do:

- The transaction exceeds your dollar limit. Check your transactions to determine if you have exceeded your dollar limit. (Sign off transactions in a timely manner to avoid this.)
- The merchant's MCC code is an "exclude code" on your card.
- Contact the Procurement Card Program Support Team for assistance pcards@ttsd.k12.or.us .

Where can I get copies of the various forms referred to in this document?

Forms are available on the Business Office webpage and employee portal. Samples are provided as appendices.

Appendices

APPENDIX A - Procurement Card Agreement

APPENDIX B – Policy DJFA “Procurement Cards”

APPENDIX C – P-Card Check In/Out and Reconciliation/Payment Report

APPENDIX D – Procurement FAQ

APPENDIX E – P-Card Cardholder Annual Acknowledgement

APPENDIX F – P-Card Checkout Acknowledgement

APPENDIX G – Ethical Use

APPENDIX H – Policy DJ “District Purchasing”

APPENDIX I – Lost, Stolen or Missing Receipt Documentation

PROCUREMENT CARD AGREEMENT

Scan to pcards@ttsd.k12.or.us

As a holder of this Procurement Card:

- I confirm that I have read and understand the terms and conditions of its use:
  - ✓ I MAY NOT use the procurement card for the restricted commodities set forth in the Manual.
  - ✓ I must follow any additional restrictions as described by my Department. I have been informed of and understand my Department's restrictions (these restrictions may include spending limits and requisition protocols).
  - ✓ I understand that misuse of this card may result in disciplinary action, up to and including TERMINATION of employment.
  - ✓ I understand TTSD and/or my Department will audit the use of this procurement card.
  - ✓ I understand that I must reconcile my transactions within the time limits specified in this manual. Failure to do so may result in forfeiture of the card.
- I understand my Department is liable to Bank of America for all charges made by me.
- I agree to allow TTSD and/or my Department to collect any amounts owed by me even if I am no longer employed by TTSD.
- I understand TTSD and/or my Department may terminate my rights to use this card at any time for any reason.
- I agree to return the card to my Department immediately upon request or upon termination of employment.
- I acknowledge receipt of the Procurement Card procedures manual, and agree to comply with the terms and conditions in this and any subsequent revisions of this manual.
- I agree to accept responsibility for the protection and proper use of this card according to the terms set forth in the manual.
- I will **IMMEDIATELY** report theft/loss of card and/or difficulties with the card to the central administrator in my Department, and to the Procurement Card Administrator, Business Services Department

Date:

Cardholder Signature: _____

Cardholder Name (Please PRINT): _____

Cardholder Job Title: _____

Department: _____

Work Phone: _____

I acknowledge receipt of Purchasing Card # _____with a monthly limit of $_____.

And a Transaction Limit of $_____

Tigard-Tualatin School District 23J

Code: DJFA
Adopted: 11/19/18

Procurement Cards

The Board authorizes the superintendent to hold a bank procurement card in the name of the district and to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times.

Procurement cards issued to employees may only be used to purchase items authorized by the adopted district budget.

District-issued procurement cards shall be subject to the following:

1. Personal items shall not be charged on district-issued cards. If a personal item is inadvertently purchased on a district-issued card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued such cards to sign a written authorization for payroll deduction in the event of such personal use;

2. The purchase of alcoholic beverages is strictly prohibited;

3. Leaving a gratuity that exceeds 15 percent is prohibited;

4. Airline tickets shall be purchased with a district-issued procurement card only with prior superintendent or designee approval.

Violation of the provisions of this policy may result in the revocation of the procurement card and/or discipline up to and including dismissal.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 652.610(3)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinion 01A-1007 (Aug. 29, 2001).

Cross Reference(s):

DJ - District Purchasing

Department or School P-Card Check In/Out and Reconciliation/Payment Report

- Card to be locked in a fire file cabinet or safe unless checked out to an employee
- Only employees with TTSD badges may check out cards
- Employee must show TTSD employee badge when card is presented to merchant
- If fraud is suspected immediately call the number on the back of the card
- Report lost or stolen cards to the Business Office by emailing pcards@ttsd.k12.or.us
- All receipts must be scanned into Infinite Visions with the requisition
- All requisitions must be entered by the 10th of the month with all attachments or departments will forfeit the right to a p-card

Department (name on card):_____

Statement Date:_____

Check out date	Person responsible for card (signature)	Check in date	Merchant	Account Code xxx.xxxx.xxxx.xxx.xxx.xxx	Amount for this account code	Total charge for this merchant	Receipt?	Administrator Approval

Total Activity on Card for this Statement: $_____

TTSD Procurement Information

Unapproved Purchase Actions:

- A contracting agency may not artificially divide or fragment a procurement (services or goods). Dividing a purchase is illegal - ORS 279B.065.
- No Services shall be performed for the District unless a fully executed Service Agreement is on file with the District, and a Purchase Order issued.
- No invoice for Services shall be entered as a Requisition.

Purchasing – Step By Step:

Goods	Services
Under $10k?	Under $10k?
Enter a Req	Enter a Req - Attach signed Service Agreement
Over $10k?	Over $10K?
Contact Purchasing for existing contract. If no contract:	Contact Purchasing for existing contract. If no contract:
Obtain 3 Quotes	Obtain 3 Quotes
Enter a Req - attach Quotes & your rationale for vendor chosen	Enter a Req - attach Quotes & your rationale for vendor chosen
Over $150k?	Attach signed Service Agreement
Contact the Business Office	Over $150k?
	Contact the Business Office

National Cooperative Contracts:

Cooperative contracts are contracts competitively solicited by another public agency or cooperative purchasing group with special terms that allow other public agencies to access the same goods and services at the same prices stated in the contract. Many large companies have existing, nationwide cooperative agreements in place, allowing TTSD to access these vendors without obtaining 3 Quotes. Contact Purchasing to see if your vendor has such an agreement before you begin the process of obtaining Quotes. Local and regional vendors typically do not participate in these types of national Agreements.

Policy DJ: District Purchasing (https://policy.osba.org/tigard/D/DJ%20D1.PDF)

TTSD P-Card Cardholder Annual Acknowledgement

Who is NOT eligible to use a District P-Card:

- Volunteers
- Employees on extended leave
- Outside contractor/consultants
- Employees of temporary staffing agencies
- Employees whose privileges have been revoked due to abuse
- Employees who have not read the pre-checkout

Unapproved Purchase Actions:

- **Personal, Professional or Lease Services** (require an agreement & must be paid via a req in IV)
- Computer Hardware, Printer, Scanner, Projector & Software (preapproval required by IT Dept)
- Gift Cards unless allowed by TTSD Administrative Rule DJ, District Purchasing
- Tuition
- Salary & Wages
- Gasoline for personal vehicles
- Any Personal Use/Expense

Using the Card:

- *If you are at a location and having trouble with your p-card, call 503-431-4165 or 503-431-4076 for assistance.* ***Do not use your personal credit card instead****, $50 reimbursement rule still applies.*
- **ORDERS CAN NEVER BE SHIPPED TO PERSONAL ADDRESS, ONLY TTSD LOCATIONS.**
- The p-card must not be used to bypass appropriate purchasing or accounts payable procedures.
- All card holders are required to log into Works and sign off on the transactions monthly.
- Do not save p-card info to personal accounts (ex: Oriental Trading Co, personal Amazon acc)
- Do not save p-card info for reoccurring charges/subscriptions (ex: magazines, Spotify)
- Each cardholder is required to save receipts and will be required to enter a requisition or submit information to a bookkeeper or secretary to enter a requisition for payment of the monthly statement.
- P-Cards are a privilege, not a right. Misuse of the p-card will result in card suspension & forfeiture of using cards in future. Additional results may include legal action against the cardholder and/or card user, deduction of wages for repayment of discrepancies and disciplinary action up to and including the termination of the cardholder and/or card user. Violations:
  1) **Personal Purchases**. It is a cardholder violation to affect ANY personal purchase with the P-Card, whether or not the cardholder intended to pay TTSD back for the purchase. Anything that is not purchased for the sole use and ownership by TTSD will be considered to be a personal purchase.
  2) **Purchase of items expressly prohibited by policy**. Purchase of items listed in the manual as prohibited.
  3) **Habitual late submission of transaction log/continual receipt loss**. Failure to reconcile, complete, sign and submit the monthly transaction log and all receipts and source documentation to the designated departmental contact by the required due date. Failure to obtain or retain receipts, packing slips and all other source documents required to reconcile the cardholder's monthly statement.
- Questions, concerns, increases, etc… email pcards@ttsd.k12.or.us .

District Policy DJFA: Procurement Cards (https://policy.osba.org/tigard/D/DJFA%20G1.PDF)

I have read & understand the p-card information above & acknowledge that violations will result in p-card use suspension.

_____ _____ _____

Signature *Printed Name* *Date*

TTSD P-Card Checkout Acknowledgement

The employee that checks out the card from the bookkeeper is the only one authorized to use it.

Unapproved Purchase Actions:

- **Personal, Professional or Lease Services** (require an agreement & must be paid via a req in IV)
- Computer Hardware, Printer, Scanner, Projector & Software (preapproval required by IT Dept)
- Gift Cards unless allowed by TTSD Administrative Rule DJ, District Purchasing
- Tuition
- Salary & Wages
- Gasoline for personal vehicles
- Any Personal Use/Expense

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District Policy DJFA: Procurement Cards (https://policy.osba.org/tigard/D/DJFA%20G1.PDF)

I have read & understand the p-card information above & acknowledge that violations will result in forfeiture of using p-cards in the future.

_____ _____ _____

Signature *Printed Name* *Date*

ETHICAL USE

ORS 244.020(15) defines a **public official** as "any person who, when an alleged violation of this chapter occurs, is serving the State of Oregon or any of its political subdivisions or any other public body of the state as an officer, employee, agent or otherwise, and irrespective of whether the person is compensated for such services."

A public official as used in the statute covers a broad spectrum of positions --from volunteer members of a soil and water conservation board to the full-time chancellor of higher education, to the Governor, to a clerk in a branch office of a state agency. It also includes persons who serve the state or a political subdivision by performing government services under a contract. It is important to note that a person who was a public official at the time of an alleged violation will be subject to the authority of the Government Standards and Practices Commission, for a period of four years after the alleged violation, regardless of whether or not the person is still a public official at the time a complaint is filed.

ORS 244.020 prohibits all public officials from using public office for personal financial gain.

Conflict of Interest

A conflict of interest occurs when a public official takes official action that would or could affect the financial interests of the public official, or the official‘s relatives or businesses with which they are associated.

Before taking an official action, a public official should first: determine if an action could result in financial benefit or avoidance of financial detriment to the official, a relative or a business with which the official or a relative is associated. If the answer is "no," proceed with the action.

A “**relative**" includes the public official’s spouse and the parents, children, brothers and sisters of either the public official or the official’s spouse. A "**member of a household**" is any relative, as defined above, who resides with the public official.

Tigard-Tualatin School District 23J

Code: DJ
Adopted: 2/19/09
Revised/Readopted: 11/19/18
Orig. Code: DJ

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized and be consistent with educational goals and in the interest of efficiency or economy.

The chief financial officer (CFO) is appointed by the Board to serve as purchasing agent. The CFO will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget, by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payroll, either a requisition and purchase order or a district invoice must be used.

No purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made with an approved purchase order.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed $150,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations.

The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The CFO or designee will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the CFO will direct payment of the just claims against the district. The superintendent and CFO are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this district shall use or attempt to use his/her official position to obtain financial gain or to avoid financial detriment for himself/herself, a relative, a member of the household or any business with which the Board member, a relative or a member of household is associated.

END OF POLICY

Legal Reference(s):

ORS 244.040
ORS Chapters 279, 279A, 279B, 279C
ORS 294.311
ORS 328.441 to -328.470
ORS 332.075
OAR 125-055-0040

Cross Reference(s):

BBA - Board Powers and Duties
BBFA - Board Member Ethics and Conflicts of Interest
DJC - Bidding Requirements
DJFA - Procurement Cards

Lost, Stolen or Missing Receipt Documentation
Tigard Tualatin School District
Procurement Card Program Support Form

From: _____ Department: _____

To: Supervisor of _____

Subj: Documentation of Lost, Stolen or Missing Receipt for Purchase made with Agency Procurement Card

I, _____, hereby certify that I did procure the following item(s) with a TTSD Procurement Card at _____:
Vendor Name, address and phone number

Item Description	Quantity	Unit Price	Extended Price
_____	_____	$_____	$ 0
_____	_____	$_____	$ 0
_____	_____	$_____	$ 0
Grand Total			$ 0

I hereby certify that the following circumstances resulted in my lost or missing receipt(s):

_____
_____
_____
_____

_____ _____
P-Card User Signature Date

Approved? ☐ Yes ☐ No _____ _____
Principal/Supervisor Signature Date