



To: P-Cardholders, Approvers, and Liaisons

Thru: Sherri Mathews- Hazel, CPA *Sherri*
Chief Financial Officer

From: LaShonda Outing, CPPB *LaShonda Outing*
Director, Procurement Services

Date: December 15, 2022

Subj: P-Card Reminders

This memo includes important reminders to all P-Card users, approvers and liaisons.

It is imperative all spending practices and documentation are in compliance with Internal P-Card Procedures (IPP). The Internal P-Card Procedures can be found on the Procurement Services webpage.

Reminders:

1. **Monthly Statements:** All monthly statements must be submitted to Yolanda Cuttino, P-Card Administrator, by the 10th of each month. Statements must include a manually written signatures and date from each cardholder and approver. Failure to provide approved statements and valid receipts by the 10th will result in the P-Card being **suspended on the 11th of the month**. The suspension will be in accordance with the Internal P-Card Procedures.
2. **New: Monthly Certification Checklist:** A new checklist has been created to ensure compliance of each P-Card transaction. This checklist is a tool to assist with identifying purchases that are non-compliant. If any transactions are identified as being non-compliant, contact the P-Card Administrator immediately for additional instructions. Effective January 2023, this checklist is required with each monthly statement and sent to the P-Card Administrator. Approvers are reminded that signatures and dates on statements certifies that each transaction has been reviewed and verified for compliance. (*checklist attached*)

3. **Meals:** P-Cards may be used to purchase meals for District Professional Development meetings once pre-approved by the supervisor and by your executive team administrator. Meal Justification Forms are a **REQUIREMENT**. All fields of the form must be completed with all applicable approvals **prior** to securing meals. Meal Justification Forms must be included with monthly statements for each transaction. (attached)

4. **Sensitive Equipment:** Effective January 1, 2023, P-Card purchases for sensitive equipment is prohibited. Sensitive Equipment is defined as:

Any equipment that the District desires to maintain enhanced accountability for, which costs \$100 or more per item because:
 - ✓ Item is at high risk of loss/theft because is easy to remove and resell:
 - a. includes electronics, audio visual and power tools, any item that is considered a higher risk of theft.
 - ✓ Equipment that is purchased using special revenues, where the grantor requires increased accountability and reporting, for example CTE, Title I-IV etc.

 - ✓ Cardholders must utilize a purchase requisition for such purchases.

5. **Updated: P-Card Receipts Forms:** Effective January 2023, all transactions require a P-Card Purchase Request and Receipt Form. (*revised form attached*) For compliance, each receipt must include a detailed description to justify the transaction and signature verifying goods were received.

6. **Personal Purchases.** Cardholders are reminded that P-Cards are strictly prohibited for personal purchases.

7. **Shipment:** Cardholders are reminded that P-Card purchases shipped to personal residence is prohibited; items must only be shipped to the school or department business addresses.

8. **Personal Accounts:** Cardholders are strictly prohibited from using the District P-Card on personal membership transactions (i.e. Sam's, Costco, Hotel rewards, etc.) Cardholders are prohibited from using personal rewards programs with the District P-Card.

9. **Required Travel:** Cardholders who use the P-Card for travel related services must include the District Request to Travel (RTA) forms for each transaction. Cardholders are reminded that lodging must be completed in accordance with District RTA guidelines and lodging must be reserved in accordance with the lowest available rate.

10. **Split Transactions:** Cardholders are reminded that splitting transactions to circumvent single transaction limits of \$2,500 are strictly prohibited. Violators will be subject to immediate card suspension.

11. **Compliance:** Cardholders are reminded that each statement must be manually signed and dated monthly before submitting to Procurement Services.

The Internal P-Card Procedures (IPP) will be updated and distributed by January 20, 2023 to align with the current practices and it will be posted to the Procurement Services webpage.

It is imperative that all P-Card Procedures are followed to maintain compliance.

LO

Attachments: Monthly Certification Checklist (new)
P-Card Receipt Form (revised)
Meal Justification Form

Approved:



Dr. Craig Witherspoon
Superintendent



Date

My signature below certified that I have read the P-Card reminders and will comply:

Print Name
Position: _____

Signature
Date: _____

**Purchasing Card
Monthly Certification Checklist**

CARDHOLDER		YES	NO	N/A	Date Completed
I	Certifies no other users other than the Cardholder.				
II	All purchases were for official District use. <i>No personal purchases allowed.</i>				
III	Purchased goods were shipped to the District location.				
IV	All receipts and supporting documentation were submitted to the approver for review.				

My signature below certifies that all assigned cardholders' transactions have been reviewed and deemed in compliance with the District Internal P-Card Procedures. The checklist has been completed in its' entirety.

Cardholder Print Name: _____ *Signature:* _____

APPROVER		YES	NO	N/A	Date Completed
I	Reviewed P-Card Transactions for Compliance and Completeness				
II	Invoices/receipts have the required full justification information.				
III	State Sales or Use Tax is applied.				
IV	Purchases were for legitimate District business use. No personal purchases allowed.				
V	The cardholder has signed the bank statement.				
VI	The approver has signed and dated the bank statement signifying the review and approval for payment.				

My signature below certifies that all assigned cardholders' transactions have been reviewed and deemed in compliance with the District Internal P-Card Procedures. The checklist has been completed in its' entirety.

Approver Print Name: _____ *Signature:* _____

LIAISON		YES	NO	N/A	Date Completed
I	Reviewed P-Card Transactions for Compliance and Completeness				
II	Reviewed monthly certification checklist, transactions, and statements - verify there has been no non-allowable transactions.				
III	No Split Transactions were identified.				
IV	No Prohibited Purchases were identified.				

My signature below certifies that all assigned cardholders' transactions have been reviewed and deemed in compliance with the District Internal P-Card Procedures. The checklist has been completed in its' entirety.

Liaison Print Name: _____ *Signature:* _____

**For any transaction identified as non-compliant, please contact the P-Card Administrator immediately for additional instructions.*



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**Richland County School District One
P-Card Purchase Request and Receipt Form**

**This form is required to be completed and attached for all P-Card transactions.*

Name of Person Requesting the Purchase: (Grade Level if applicable)				
Purchase Request Date:				
Requested Vendor:				
Full Detailed Explanation/Justification of Purchase: <i>Example: Purchase of 6 Polo type shirts for HR Staff for District Event: Recruiting Workshop to be held on January 4, 2023</i>				
Total Amount of the Items Below:				
Item Description		Quantity	Price	Approval of Item
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
Cardholder Signature Authorizing Use of the P-Card for this Purchase:	Signature:		Date:	
I, the Cardholder , verify receipt of the goods purchased for District use.	Signature:		Date:	



Meal Purchase Justification

(District Wide Approval Form)

This form must be completed for all meal purchases PRIOR to completing any transactions

General Information

Vendor Name: _____ Payment Method: P-Card* Purchase Order*

**Prior Approval Required*

Vendor Address: _____ School/Department: _____ Account Code: _____

Check One: Breakfast Lunch Dinner
 (\$10.00 Max per person) (\$15.00 Max per person) (\$20.00 Max per person)

Provide an itemized list of items to be provided:

(Ex. Continental Breakfast: i.e. 4 Fruit Trays, 2 Pastry Trays, Coffee, and Water; Lunch: 24 Lunch Boxes, Juice, and Bottled Water)

Provide District Business Justification for purchase:

Type of Training/Seminar/Meeting:	
Date of Event:	Total Number of Attendees:
Time of Event:	Location:
ESTIMATED TOTAL PRICE (include all applicable taxes and fees) \$	

Complete for PCard Use only:

PCard Payment Date of Service:	
Cardholder Name:	
Card Last (4) Digits:	

(The PCARD purchase and receipt must be issued on the above date NO EXCEPTIONS)

Supervisor Approval: _____
 Printed Name Signature Date

Executive Level Approval: _____
 Printed Name Signature Date