

Inspiring Excellence



**LAKE STEVENS**  
School District

# PROCUREMENT CARD PROCESS MANUAL



**Report Lost or Stolen Procurement  
Cards**

**Immediately!!**

**Contact Debbie Havens @ 425-335-1644 or  
email: [purchasing@lkstevens.wednet.edu](mailto:purchasing@lkstevens.wednet.edu)**

12309 22<sup>nd</sup> St NE Lake Stevens, WA 98258

Revised 08/2024

# LAKE STEVENS SCHOOL DISTRICT PROCUREMENT CARD PROCESS

Procurement cards are authorized by Board Policy No. 3700 Purchasing.

The District purchasing card provider is US Bank. This contract includes access to the US Bank Access Online internet website for reviewing, tracking, reconciliation, reporting, approval and auditing purposes.

This document provides procedures, information and appropriate contacts for assistance with all Lake Stevens School District purchasing card users.

## CONTENTS

---

### INTRODUCTION

### DEFINITIONS

- SECTION I: *Issuance of Procurement Cards*
- SECTION II: *General District Protocol*
- SECTION III: *Uses of Procurement Cards*
- SECTION IV: *Use of Procurement Cards-Federal Funds*
- SECTION V: *Vendor Declines of Procurement Cards*
- SECTION VI: *Safeguarding of Procurement Cards*
- SECTION VII: *Fraud Control*

### USER AGREEMENT

### SIGN OUT LOG

### USE LOG

### AFFIDAVIT OF LOST RECEIPT

---

### CONTACTS:

Administrative, Training and Technical Issues = Debbie Havens, Purchasing Specialist, x1644  
Accounts Payable Reconciliation = Mary Beth Reichow x1603 or Terri Smith x1512  
Extenuating Circumstances = Allina Holmquist, Accounting Supervisor, x1583

---

## **DEFINITIONS**

### **Card Custodian**

Employee designated by the department / school administrator as responsible for the safeguarding of cards and the sign out logs.

### **Card User**

Employee utilizing the card to make the purchase.

## **SECTION I**

### ***ISSUANCE OF PROCUREMENT CARDS***

All Lake Stevens School District Procurement Cards are standard Purchase Cards

- **Purchase card** –for general purchases of supplies and materials and for general purchases and travel related expenses.

Requests for additional cards will be considered on a case-by-case basis by Business Services.

## **SECTION II**

### ***GENERAL DISTRICT PROTOCOL***

**GENERAL DISTRICT PROTOCOL-** The following criteria will apply to all users of District purchasing cards:

- The Purchasing Specialist will provide new Card Custodian training and periodic training to assist in following policies and procedures.
- Purchasing Card User Agreement:
  - Each Card Custodian or Card User must have a signed form on file with Business Services.
  - Each Card User must have a signed form on file at the school/department.
- A Sign Out Log must be maintained to control the use of the procurement card.
- Cards may not be checked out by, or be in the possession of, these unauthorized individuals:
  - Students
  - Parents, Volunteers or other Non-employees
  - Employee with unresolved disallowed charge issues; outstanding reconciliations and receipts or repeated violations
- Any exceptions to established policies and procedures must be requested in writing and approved ***in advance*** by the Purchasing Specialist. Approved exceptions will be retained by Business Services for audit purposes for the current year and prior 6 years.
- The transaction date determines the fiscal year to which the item will be charged.
- All cards and receipts must be turned in to the department/school Card Custodian before leaving for the summer.

***Staff may not have procurement card orders delivered to their homes!***

**SECTION III**

***USES OF PROCUREMENT CARDS***

**PROCUREMENT CARD**-The procurement card may be used to make purchases of supplies and materials for District use as well as for certain components of extended travel including food and lodging. The card must be signed out on a log sheet prior to use.

***ALLOWABLE PURCHASE CARD USAGE:***

- Materials and supplies including all fees, freight and taxes
- Teachers’ classroom supplies and decorations
- Admission to museums, theaters, science centers, zoos, plays, athletic and cultural events.
- Local registrations
- Subscriptions and memberships
- Books (excluding textbooks except Curriculum Department), videos, instructional materials.
- Office supplies in retail stores.
- Office supplies online unless vendor accepts purchase orders.
- Repair of small equipment
- Tools and supplies as needed for maintenance
- Nominal incentives or awards ≤ \$50/person/year (de minimis) – must provide names
- Air fare, train fare, ferry fare
- Extended travel conference registrations
- Hotel/motel/lodging reservations and charges.
- Car rentals (and gas for rental cars), excluding insurance
- Parking
- Cab and shuttle fares
- Telephone and fax charges (actual cost as evidenced by original, itemized hotel receipts)
- ASB approved fees, admissions and activities.

Caution: If meals are served with a meeting at a local restaurant and all the participants are from the District, where there is no overnight travel, the IRS would consider this taxable income. Thus, any District expenditure would be taxed as employee compensation.

<b>Allowable Business Meeting with Meal</b>	
IRS Taxable Income	Not IRS Taxable Income
<ul style="list-style-type: none"><li>• Off site (in a restaurant)</li><li>• No overnight travel</li><li>• Includes only District employees</li></ul>	<ul style="list-style-type: none"><li>• On-site (District building)</li><li>• Includes overnight travel</li><li>• Includes non-District employees</li></ul>

***PROHIBITED/DISALLOWED PROCUREMENT CARD USAGE:***

- Unauthorized individuals
- Donations, gifts or cash advances
- Personal or any other non-district purpose.
- Salaries, wages, consultant/contractual services (e.g. DJ's, presenters, parents)
- Incentives or awards > \$50/person/year
- Gasoline expenses (unless using District Fleet Card or purchasing fuel for a rental car)
- Equipment-unless vendor doesn't take purchase orders. **YOU MUST GET PRIOR APPROVAL** from the Purchasing Specialist to place the order
- Furniture-an exception can be made by contacting the Purchasing Specialist **in advance**
- Purchases costing more than \$10,000.00-the transaction **MAY NOT** be split. Provide a written request for a limit increase or create a purchase order.
- Cards and receipts must be turned in to the Card Custodian before the last day of school. If an order needs to be placed on a district credit card during summer, please contact the Purchasing Specialist.

***\*NOTE: The Procurement Card MAY NOT be used for the purchase of equipment or items needing to be inventoried. (e.g.: computers, televisions, digital cameras, and other theft sensitive electronics.) If there is a question in regards to whether the item being purchased falls into this category, please contact the Purchasing Specialist for clarification.***

***All technology related purchases, such as cell phones, computers and software, must be approved by the Technology Department prior to purchase.***

***Exceptions may be made on a case-by-case basis with prior approval from the Purchasing Specialist.***

## SECTION IV

### *USE OF PROCUREMENT CARDS-FEDERAL FUNDS*

*When federal funds are involved, there are additional procurement compliance requirements. See the [Procurement Requirements](#) located on our Employee Resources web page under Purchasing Info.*

#### **\*\*NEW federal procurement requirement\*\***

We **must document** that the price is reasonable on the p-card receipt. Other factors, such as quality and availability, may be considered.

- We require the use of a purchase order for federal purchases. Please provide the vendor with the **front/back copy** of the PO. There is language included in the Terms and Conditions on the back of the purchase order that protects the District. If a vendor doesn't accept a PO, a p-card may be used.
- For all federal purchases, we **must check** the vendor for suspension and debarment on the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). This needs to occur **prior** to the purchase being made.

#### ***STEPS FOR VERIFYING USING SAM WEBSITE***

- 1) Search records.



- 2) Enter vendor's name and/or DUNS number in Quick Search.

**QUICK SEARCH:**

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

SEARCH Need Help?

**\*NOTE: You may need to obtain the DUNS number to proceed with your search. Amazon's DUNS number has been provided in the example below.**

- 3) Verify that the correct vendor has populated and select **View Details**.

Quick Search Results

Clear Search

Total records: 1 Save PDF Export Results Print

Result Page: 1 Sort by Relevance Order by Descending

**FILTER RESULTS**

**By Record Status**

Active  
 Inactive

**By Record Type**

Entity Registration  
 Exclusion

Apply Filters

Your search returned the following results...

Entity: Amazon.com Services LLC Status: Active

DUNS: 128990418 CAGE Code: 8HV30  
Has Active Exclusion?: No DoDAAC:  
Expiration Date: 03/05/2022 Debt Subject to Offset?: No  
Purpose of Registration: All Awards

View Details


Result Page: 1 Save PDF Export Results Print



- 4) Look under **Exclusion Summary** to confirm that there are no active Exclusion Records. If there are, you will **not** be able to purchase from this vendor using federal funds.
- 5) **Print** the vendor verification with the **Date** and **include** it with your P-card Packet. You may need to click on **More Settings/Options** and select **Headers and Footers** to in order for the date to print.

3/25/2021

View Details - Entity Overview | System for Award Management



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov. [Log In](#) [Login.gov FAQs](#)

**ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 04/10/2021 from 8:00 AM to 1:00 PM.

**Entity Dashboard**

- ▶ [Entity Overview](#)
- ▶ [Entity Registration](#)
  - ▶ [Core Data](#)
  - ▶ [Assertions](#)
  - ▶ [Reps & Certs](#)
  - ▶ [POCs](#)
- ▶ [Exclusions](#)
  - ▶ [Active Exclusions](#)
  - ▶ [Inactive Exclusions](#)
  - ▶ [Excluded Family Members](#)

[RETURN TO SEARCH](#)

Amazon.com Services LLC  
 DUNS: 128990418 CAGE Code: 8HV30  
 Status: Active  
 Expiration Date: 03/05/2022  
 Purpose of Registration: All Awards

410 Terry Ave N  
 Seattle, WA, 98109-5210 ,  
 UNITED STATES


Entity Overview

**Entity Registration Summary**

**Name:** Amazon.com Services LLC  
**Business Type:** Business or Organization  
**Last Updated By:** Laura Sherman  
**Registration Status:** Active  
**Activation Date:** 03/09/2021  
**Expiration Date:** 03/05/2022

**Exclusion Summary**

Active Exclusion Records? No



IBM-P-20210314-0806  
WWW5

Search Records    Disclaimers    FAPIIS.gov  
 Data Access    Accessibility    GSA.gov/IAE  
 Check Status    Privacy Policy    GSA.gov  
 About    USA.gov  
 Help

If you need assistance with this process, please contact Debbie Havens, x1644 or Allina Holmquist, x1583. This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



## SECTION V

### ***RECORD KEEPING and RECONCILIATION***

***For training, contact Debbie Havens x1644***

- 1) A sign out log must be used to control the use of the procurement card.
- 2) All employees checking out a purchase card must have a signed User Agreement on file.
- 3) The Card Custodian must retain the sign out log and User Agreement for audit purposes for the current and prior 6 years.
- 4) The Card Custodian is responsible to review and match the sign out log and User Agreement to card purchases.
- 5) Original documents (pre-authorization, packing slips, confirmations, statements, etc.) pertaining to the use of procurement cards must be kept on file in Business Services for audit purposes for the current year and prior 6 years. We highly recommend the Card Custodian retain copies of procurement card documents for the current year.
- 6) The Card Custodian must reconcile, verify, code, designate use tax, obtain authorization and provide proper supporting documentation for all transactions in *US Bank Access Online* on a monthly basis.

These are the typical deadlines:

**The end of the first business day following the 10<sup>th</sup> of the month** - Entry of all account codes and tax information in Transaction Listing/US Bank Access Online for that cycle (See step 7). This can be accessed and done throughout the month.

**The 14<sup>th</sup> day of each month** - Printed transaction lists (reports) and receipts/invoices are sent to Accounts Payable.

- Original itemized receipts are required, showing individual items purchased, to verify that charges are allowable and for a valid District purpose prior to payment being issued.
- The Card Custodian must review and approve all purchases by signing and dating the Cardholder Activity report
- The supervisor, principal or department head must review and approve all purchases by signing and dating the Cardholder Activity report or use log.

**5 business days after the 14th** – Business Services will review the supporting documentation and send an URGENT e-mail to the Card Custodian and supervisor regarding any concerns or deficiencies. A response and resolution will be **required prior** to the end of the month. The Accounting Supervisor will be copied on this correspondence.

**End of the month** – The Purchasing Specialist will suspend cards for concerns or deficiencies that have not been resolved. The Card Custodian, supervisor, Accounting Supervisor and Assistant Superintendent of Business Services and Operations will be notified when a card is suspended. The Accounting Supervisor may make exceptions for a written notice of extenuating circumstances.

- 7) Compensating Tax - In Transaction List in US Bank Access Online, the field labeled UNTAXED (Y/N) indicates whether the compensating or use tax has been charged by the vendor, shown as sales tax on the receipt/invoice at the point of sale. Compare the receipt to the original amount and tax shown on the Transaction Listing screen.

If tax has not been charged at the point of sale, enter a “Y” in the UNTAXED (Y/N) field and enter “1000” into the USE TAX SITE CODE field.

If tax has been charged at the point of sale, leave the UNTAXED (Y/N) and the USE TAX SITE CODE field blank.

***We are obligated to pay sales tax for purchases even if the vendor does not collect Washington State sales tax. (Services, registrations, memberships, and admissions are exempt)***

- 8) Vendor discrepancies (*example:* incorrect or duplicate charges, merchandise that has been paid for but not received, or incorrect items shipped) should be handled as follows:
- Contact the vendor to clarify and resolve any differences or problems
  - Document vendor contacts (name of customer service representative, phone numbers, dates, action to be taken, resolution deadline, return authorization numbers, etc.)
  - Return merchandise via a traceable means such as UPS
  - Request proof of delivery
  - **If you can't resolve the issue, contact the Purchasing Specialist.** Federal law provides a 60-day window during which formal disputes must be reported to the bank to preserve our dispute rights.

***PLEASE! Do not dispute on-line. Do not directly call US Bank Access Online regarding disputed transactions.***

## **SECTION VI**

### ***VENDOR DECLINES OF DISTRICT PROCUREMENT CARDS***

1) If for any reason a vendor refuses to accept a District procurement card, please contact:

Debbie Havens, Purchasing Specialist, x1644  
Allina Holmquist, Accounting Supervisor, x1583

2) If the transaction is declined, check for the following common reasons:

- Over the per transaction limit\*
- Over the credit line amount (for the cycle)
- Incorrect expiration date
- Incorrect “bill to” address
- Blocked Merchant Category Code (MCC)
- Credit Verification Code omission or mismatch.

***\*NOTE: Check to see if freight, taxes, processing fees, service fees, etc. caused the transaction to exceed the transaction limit. If so, the procurement card MAY NOT BE USED for this transaction. Call the Purchasing Specialist, x 1644 for a temporary limit increase on the card or initiate a purchase order (if the vendor accepts them).***

**DO NOT DIRECTLY CONTACT U.S. BANK**

## **SECTION VII**

### ***SAFEGUARDING OF PROCUREMENT CARDS***

- 1) The procurement card signature strip will contain the phrase “See ID” and a valid District ID badge must be presented.
- 2) The Card Custodian must adequately safeguard and store the procurement card.
- 3) If a Card Custodian resigns, retires, transfers, or otherwise terminates the card must be surrendered to Business Services. The new Card Custodian must sign a User Agreement and obtain training from the Purchasing Specialist.
- 4) ***UNDER NO CIRCUMSTANCES*** may any procurement card, or card account number be checked out to a student, parent, volunteer, or other non-employee.
- 5) Repeated and/or unresolved card usage violations must be reported to the Purchasing Specialist for further action in accordance with the User Agreement terms and conditions.
- 6) Orders may be placed over the telephone and/or internet. The vendor name, item description, order confirmation number, contact, date and total price must be documented. For audit purposes, an email or fax confirmation and/or receipt must be requested and retained with procurement card records.

***Always present a Lake Stevens School  
District identification badge when using  
the card at a store***

**SECTION VIII**  
***FRAUD CONTROL***

U.S. Bank manages the US Bank Access Online procurement card reconciliation system. The management includes fraud control through account monitoring, verification of transactions with the cardholder, as well as canceling cards to avoid further loss.

If you are contacted by a U. S. Bank fraud team member, please respond to the following guidelines:

- U.S. Bank representatives will identify themselves, state the purpose of the call and provide the card number in question. If you have concern over the identity of the individual, ask for a call back number through their main switchboard.
- Card Custodians may not give out their card numbers; however, they may confirm the card number provided by U.S. Bank.
- Card Custodians will be asked if certain transactions are valid and approved.
- Cooperation in confirming or denying the questioned transaction/purchases is ***critical to the fraud investigation.***
- In the event of fraudulent charges, an affidavit will be signed by the Purchasing Specialist and Card Custodian.
- The card will be de-activated and a replacement card will be issued.

**TO REPORT FRAUD:**  
**Contact Debbie Havens x1644**  
**(425-335-1644)**

**Lake Stevens School District  
USER AGREEMENT  
DISTRICT-ISSUED PURCHASING CARD**

I understand the Lake Stevens School District has authorized my use of a District purchasing card for legitimate and authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions that follow:

- I have read and understand the policies and procedures in Board Policy 3700 Purchasing and the Procurement Card Process Manual available on the District's website.
- I will properly safeguard and use the card issued to me only for the payment of legitimate and authorized business expenses on behalf of my school/department, which will include supplies, instructional materials, subscriptions and registrations.
- I will not use the card to obtain cash advances or gift cards.
- I will not allow usage by an unauthorized individual.
- I will not use the card for personal use or for any other non-District purpose.
- I understand the card shall not be used for the following: salaries/wages, gifts (including flowers or unauthorized meals), donations, unauthorized gasoline expenses, and contracts for services.
- I understand the card shall not be used for the purchase of any technology, equipment, furniture or inventoried assets without prior approval.
- I understand purchases may not be split to circumvent imposed limits.
- I understand I will be responsible for reconciling, verifying, coding, designating use tax, obtaining authorization, and providing proper supporting documentation for all transactions on the monthly credit card statement.
- I will surrender the card to Business Services in the event of my transfer or separation from the District.
- I will immediately report any stolen or lost card to Business Services or the credit card company.
- I understand that any charges against the purchasing card that are not properly identified or not allowed by the District shall be paid by the employee incurring the charges. They will be paid by check, United States currency, or salary deduction. I further understand, in compliance with RCW 42.24.115, that any disallowed charges which are not repaid before the purchasing card billing is due and payable allows the District to place a lien against and have a right to withhold any and all funds payable to me up to the amount of the disallowed charges plus interest at the same rate as charged by the purchasing card company until the charges are paid. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Superintendent or designee.
- I understand that any variance and/or violation of these terms and conditions will result in suspension or cancellation of the card. Misuse of the card could result in discipline and/or personal liability for the dishonored charges.
- Any District purchasing card use is subject to examination by the State Auditor's Office.
- The District shall have unlimited authority to revoke use of any purchasing cards issued and upon such revocation shall not be liable for any cost subsequently charged to the purchasing card.

**Lake Stevens School District  
USER AGREEMENT  
DISTRICT-ISSUED PURCHASING CARD**

**I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS**

---

*Signature*

---

*Print Name*

---

*Title/Location*

---

*Credit Card (last 4)*

---

*Date*

***District:***

***The signed User Agreement is retained by Business Services and a copy is provided to the Card Custodian/Card User and the supervisor.***

***School/Department:***

***The signed User Agreement is retained by the Card Custodian and a copy is provided to the Card User.***

***The signed User Agreement must be retained for audit purposes for the current and prior 6 years.***





**School/ Department:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**Lake Stevens School District  
Purchasing Card Use Log**

	<b>Date</b>	<b>Vendor Name</b>	<b>Item Description</b>	<b>Amount</b>	<b>Account Code</b>	<b>Receipt Attached</b>	<b>Use Tax</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>6</b>							
<b>7</b>							
<b>8</b>							
<b>9</b>							
<b>10</b>							
<b>11</b>							
<b>12</b>							
<b>13</b>							
<b>14</b>							
<b>15</b>							
<b>16</b>							
<b>17</b>							

**Card User Signature** \_\_\_\_\_ **Supervisor Signature** \_\_\_\_\_

*The Use Log must be retained for audit purposes for the current and prior 6 years.*

**Lake Stevens School District  
AFFIDAVIT OF LOST RECEIPT**

**I hereby report that I have lost the receipt, or have been unable to secure a receipt for the Lake Stevens School District Procurement Card purchase identified below:**

**Check all that apply:**

- I have lost a receipt.**
- I have been unable to secure a receipt.**
- I have made several attempts to secure a receipt by contacting the vendor.**
- I have attached the packing slip with this form.**
- I have attached a portion of the product packaging (box flap, etc) to this form.**
- I have attached a copy of my order form with this form.**

**Date of Purchase:** \_\_\_\_\_

**Transaction ID#:** \_\_\_\_\_

**Merchant:** \_\_\_\_\_

**Amount of Purchase:** \_\_\_\_\_

**Item(s) Purchased:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

**This signed document will be placed on file as a substitute for the original receipt. I understand that repeated incidences of lost receipts constitute “misuse” of the Procurement Card and may result in further action in accordance with the User Agreement terms and conditions.**

\_\_\_\_\_  
**Card User Signature**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**