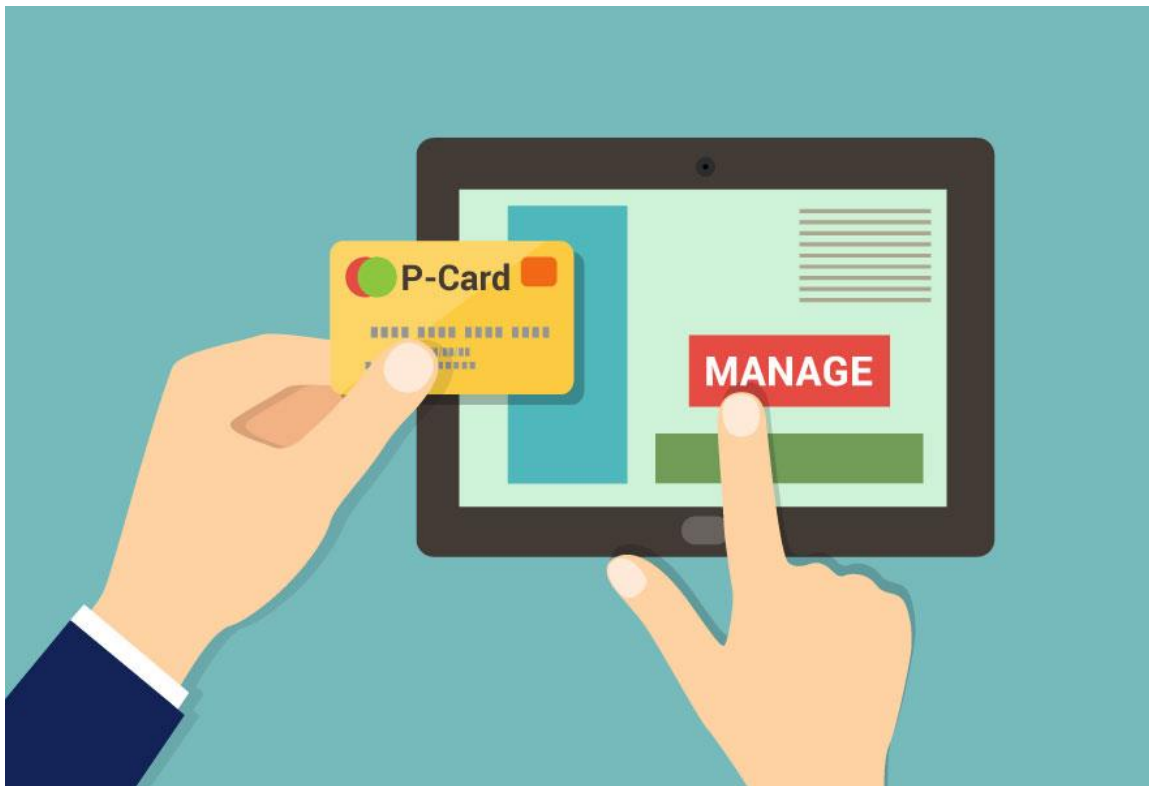




## **PURCHASING CARD (P-CARD) PROGRAM PROCEDURES MANUAL**



**Revised August 2024**

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# **RICHMOND PUBLIC SCHOOLS PURCHASING CARD PROGRAM**

The Commonwealth of Virginia, through competitive negotiations, has established a purchasing card program for all Commonwealth agencies and institutions. The use of this program is governed by the Commonwealth Accounting Policies and Procedures (CAPP) Manual and the School Board of the City of Richmond Procedures manual.

## **PURPOSE**

The purpose of the Richmond Public Schools (RPS) Purchasing Card (P-Card) program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions and high volume, repetitive purchases. The program was designed to complement the traditional purchasing process for supplies and services. It promotes cost savings through consolidated payments (one monthly payment to Bank of America) and provides excellent controls through data management. If used to its potential, the program will result in a significant reduction in the volume of purchase orders and reimbursement requests, and the corresponding work processes associated with the requesting, payment and issuing of checks. The P-Card can be used with any merchant that accepts Visa credit, as long as purchases are within the RPS policy guidelines, as a form of payment and allows accountholders and locations to obtain goods and services faster and easier than before. While the P-Card can simplify and expedite procurement, its use requires strict adherence to established internal controls and a commitment to the accompanying accounting procedures.

## **POLICY**

### **The Office of Procurement & Property Management:**

The Office of Procurement & Property Management administers the P-Card program. Under the direct supervision of the Director of Procurement, the Program Administrator is responsible for the overall management and enforcement of the P-Card program to include training as well as Accountholder and Approver compliance with established policies and procedures. In general, Procurement & Property Management is responsible for the operational parts of the program and Accounts Payable is responsible for the accounting functions. All cards will be imprinted with the RPS logo, Federal Identification Number, the Accountholder's name, and location (for user-specific cards) or the location name (for generic cards). Cards shall have the appropriate accounting codes encoded as defaults. If necessary, these default codes can be changed by the Accountholder for each transaction in Bank of America Works® which is Bank of America's online reconciliation program. This online system will be discussed in more specific detail on beginning on page seventeen (17) of this Procedures manual.

### **All P-Card Program Participants:**

The following important points should be reviewed and understood by all program participants:

- P-Cards are issued to specific, non-temporary employees and locations of RPS to make approved work-related purchases. Accountholders and authorized users must use the P-Card in accordance with the procedures provided in this manual as well as the specific internal control procedures established within the specific location.
- User-specific P-Cards are issued to an individual by name. All purchases made with the card must be originated by that individual. Each Accountholder is responsible for the security of the P-Card issued under their name and the transactions made with it, and the card should never be given to another

individual to use. Accountholders do not pay their own billing statement. The P-Card program carries corporate, not individual, liability and does not affect the Accountholder's personal credit history or score. However, Accountholders may be personally liable to the School Board of the City of Richmond for monies owed by the School Board that are a result of improper use of the P-card by the Accountholder.

- Departmental (or Generic) P-Cards may be requested by the Director or Principal for a specific location. These cards are intended for use by authorized users who do not necessarily require P-Cards in their names on a full-time basis. Purchases must be preapproved by the Approver and a strict check-out/check-in process should be followed for the card. Generic P-Cards should be kept secure when not in use.
- P-Cards should never be used for personal purchases and must be returned to the Program Administrator upon employee transfer from the school or department or separation from RPS. Any employee with a pending disciplinary action, that is a P-card holder, shall have their P-card suspended at the time of, and for the duration of, their suspension.
- P-Cards may be used at any merchant or service provider that accepts Visa credit as long as the purchase is within the guidelines. A W-9 is not needed for a vendor if the P-Card is used. However, P-Cards cannot be used to pay RPS employees, family members, etc.
- P-Cards cannot be used for any federally-funded purchases or for Student Activity Fund purchases.
- P-Cards may be used to purchase supplies and services up to the single transaction and billing cycle dollar limits established under each account. Requirements aggregating more than this limit must not be “split” or broken down into two or more purchases merely to bypass this single limit control.
- Billing cycles always begin on the first day of the month and run through the last calendar day of the month. Reconciliation is the responsibility of each Accountholder and their Approver. Detailed, step-by-step instructions are available in later sections of this document for both Accountholders & Approvers.
- Reconciliation by both the Accountholder and the Approver should be completed **no later than the 7<sup>th</sup> day of the month** (not including weekends or holidays).
- Monthly RPS Reconciliation Reports, P-Card receipts, and supporting documents are departmental records and must stay within the department. These files should be maintained in a central P-Card Purchasing file for a minimum of five years per the Virginia Law Library requirements that can be found at [https://www.lva.virginia.gov/agencies/records/sched\\_local/GS-02.pdf](https://www.lva.virginia.gov/agencies/records/sched_local/GS-02.pdf). If an Accountholder transfers to a different department or separates from the District, the file remains with the original department. After five (5) years, all records may be disposed of in accordance with the District's Records Management Program guidelines. A benefit of decentralized records is that it prevents paper files from getting lost in transit.
- **Program participants who willfully violate or abuse the established P-Card program policy and regulations will result in any of the following depending on the severity of the violation: written warning, verbal counseling/training, restricted card use, suspension and/or possible termination and/or legal action.**

## Purchasing Card Usage Guidelines

Using the P-Card for purchases as specified by the policy decreases the chances of obtaining violations for out of policy spend.

Allowable Card Purchases – <i>Not a comprehensive list</i>	Purchases Not Allowed (Out of Policy) – <i>Not a comprehensive list</i>
<ul style="list-style-type: none"> <li>• Advertisements (<i>within transaction limit</i>)</li> <li>• Business forms</li> <li>• Goods and services up to \$1,000 or accountholder's transaction limit (<i>Transaction limits may vary depending on location need</i>)</li> <li>• Memberships in professional organizations with a direct benefit to the District</li> <li>• Training class and conference registrations (<i>within transaction limit</i>) and when all pre-approval process documentation (Permission to Attend) has been approved upfront (Not after the fact)</li> <li>• Travel (Hotels) – for general fund transactions <i>ONLY</i> <ul style="list-style-type: none"> <li>○ Must submit a completed Permission to Attend form to Program Administrator to remove the travel block on card PRIOR to use</li> <li>○ A Credit Card Authorization form must be requested from the hotel completed and returned to them <i>PRIOR</i> to arrival; Cards cannot be swiped at the hotel</li> <li>○ Flights <i>CANNOT</i> be purchased using a p-card; all reservations must be made through Accounts Payable using Covington Travel (Please reference the Accounts Payable Manual or contact them at <a href="mailto:accountspayable@rvaschools.net">accountspayable@rvaschools.net</a>) <i>ALL</i> other travel related purchases (Uber, shuttles, meals, etc.) are <i>PROHIBITED</i> on the p-card; these expenses are reimbursed through the Accounts Payable Department (Please reference the Accounts Payable Manual or contact them at <a href="mailto:accountspayable@rvaschools.net">accountspayable@rvaschools.net</a>)</li> <li>○ The p-card should <i>NEVER</i> be taken with you during travel for any reason</li> </ul> </li> <li>• Office Supplies</li> <li>• Purchases made for staff and school events, if in compliance with these guidelines, that directly support the mission of RPS</li> <li>• Tips – If catering services are provided (for approved school/staff development functions only) tips are permitted, up to 15% per school board policy</li> </ul>	<ul style="list-style-type: none"> <li>• Federally-funded purchases</li> <li>• Student Activity Fund purchases</li> <li>• Purchases of goods or services for non- District or personal use</li> <li>• Services from staff family members or employees of RPS (conflict of interest)</li> <li>• Past due invoices</li> </ul> <p>Any items disallowed under current policy but not Limited to:</p> <ul style="list-style-type: none"> <li>• Any expenditure that does not benefit Richmond Public Schools</li> <li>• Flowers and gifts purchased for Holiday, Thank you, Birthday, Baby shower, Secretary's day, Bosses Day, etc.</li> <li>• Cleaning of personal clothing work on the job</li> <li>• Motor vehicle moving violations and parking tickets</li> <li>• Parking fees and count fines</li> <li>• Donations or contributions to outside organizations</li> <li>• Alcoholic Beverages</li> <li>• Ammunition/Firearms</li> <li>• Business travel expenses (<i>restaurants, internet access, faxes, shuttles, taxi service, etc.</i>)</li> <li>• Capital assets</li> <li>• Fixed Assets that required asset tagging</li> <li>• Cash advances</li> <li>• ETF equipment</li> <li>• Gas/Oil/Fuel</li> <li>• Convenience store purchases (Gas stations)</li> <li>• Gift Cards and Gift Certificates</li> <li>• Hotel Lodging (unless preapproval has been obtained and submitted to the Program Administrator)</li> <li>• Improper Fund Expenditures (This is explained more specifically on the next page)</li> <li>• Personal meals, snacks or refreshments</li> <li>• Books for classes; unless they remain property of the District</li> <li>• Babysitting services</li> <li>• Repayment or purchase of personal items that are lost or stolen</li> <li>• Personal clothing damaged in the workplace</li> <li>• Expenses related to personal negligence</li> <li>• Retirement or employee going away parties <ul style="list-style-type: none"> <li>○ These purchases are considered "personal" and should be purchased at your own expense</li> </ul> </li> <li>• Holiday decorations; for non-school/staff events</li> <li>• Gifts and flowers as expressions of sympathy <ul style="list-style-type: none"> <li>○ These purchases are considered "personal" and should be purchased at your own expense</li> </ul> </li> <li>• Purchases exceeding the single transaction limit</li> <li>• Rental of cars, RV's, etc.</li> </ul>

## Additional Purchasing Card Usage Guidelines

The P-Card should NOT be used in the following ways:

- Autopay should never be set up on a p-card for any reason
- Card information should never be stored into in database or app
  - Ex: Walmart, Sam's Club, etc.
  - Cards should never be linked to any personal accounts
- Non education/RPS mission related subscriptions should ever be paid on the p-card
  - Ex: DoorDash, Uber Eats

Transactions that fall into any of the categories that are deemed non-allowable may be subject to repayment. Improper use of the P-card may be cause for disciplinary action, including termination of employment and possible legal action.

## Restricted Commodities

The following restrictions are built into every P-Card, therefore the card cannot be used to Purchase the following:

1. Alcoholic Beverages (ABC store, winery, bar, pub, night club, etc.)
2. Gambling establishments
3. Ammunition
4. Firearms
5. Gas/Oil
6. Airline purchases
7. Hotel lodging/Accommodations without Pre-Approval
8. Cash advances
9. ATM withdrawals

Improper Expenditures form State funds (Ledger 1) as detailed in CAPP Topic 20310:

Employee **Personal** Expenses such as:

1. Books for classes (unless they remain District property)
2. Personal snacks or refreshments
3. Babysitting
4. Non-business related newspapers or magazine subscriptions
5. Personal items that are lost or stolen
6. Tuxedos or other formal wear
7. Clothing (non-uniform) or repairs to clothing damaged in the workplace
8. All expenses related to personal negligence of the employee, such as traffic fines, parking tickets, red light camera tickets, etc.

District sponsored event expenses incurred which do not clearly support the agency mission:

1. Holiday decorations
2. Alcoholic beverages
3. Charitable contributions
4. Gifts and flowers

## Consequences for Misuse of the P-Card or Program

The P-Card may be suspended and/or revoked for any of the following violations:

VIOLATION	ACTION
Splitting Orders (issuing separate or repeated transactions to circumvent the single transaction limit with the same vendor and/or for similar commodities).	1 <sup>st</sup> offense – Violation Notice, copied to Approver 2 <sup>nd</sup> offense – Refresher Training 3 <sup>rd</sup> offense – 30-day suspension 4 <sup>th</sup> offense – 90-day suspension 5 <sup>th</sup> offense – account revocation
Use of card or card number by another individual.	1 <sup>st</sup> offense – Violation Notice, copied to Approver 2 <sup>nd</sup> offense – Refresher Training 3 <sup>rd</sup> offense – 30-day suspension 4 <sup>th</sup> offense – 90-day suspension 5 <sup>th</sup> offense – account revocation
Use of card to pay past due invoice.	1 <sup>st</sup> offense – Violation Notice, copied to Approver 2 <sup>nd</sup> offense – Refresher Training 3 <sup>rd</sup> offense – 30-day suspension 4 <sup>th</sup> offense – 90-day suspension 5 <sup>th</sup> offense – account revocation
Purchase of restricted commodities (listed in the Purchase Restrictions section of the P-Card Policy document).  **Please note that additional penalties may be applied**	1 <sup>st</sup> offense – Violation Notice, copied to Approver 2 <sup>nd</sup> offense – Refresher Training 3 <sup>rd</sup> offense – 30-day suspension 4 <sup>th</sup> offense – 90-day suspension 5 <sup>th</sup> offense – account revocation
Failure to submit documents in accordance with the District's P-Card policy and procedure. Types of submission violations would include, but are not limited to:  1. Failure to log into Bank of America Works and sign off on transactions, by the Accountholder and/or Approver/Reviewer by the 7 <sup>th</sup> of the month.  2. Failure to obtain and attach Receipts to transactions in Works.  3. Failure to reconcile transactions and maintain required documentation in the central departmental P-Card file for credit card documents by the 7 <sup>th</sup> of the month.	1 <sup>st</sup> offense – Violation Notice, copied to Approver 2 <sup>nd</sup> offense – Refresher Training 3 <sup>rd</sup> offense – 30-day suspension 4 <sup>th</sup> offense – 90-day suspension 5 <sup>th</sup> offense – account revocation

The P-Card may also be suspended and/or revoked because of a:

- Request by the Accountholder's Approver/Reviewer and/or Budget Unit Director
- Determination made by Procurement Services due to continued violations of policies and procedures
- Discipline of the employee, whether or not the discipline is related to the use of the P-card
- Termination of employment or change in employment location



## Reapplying after Revocation

Accountholders with purchasing/P-Card violations may have their privileges revoked for one (1) year. If an Accountholder's privileges are revoked, the employee may re-apply at the end of the revocation period. Applications will be reviewed for new privileges on a case-by-case basis and only after re-training of proper P-Card use has been reinforced.

## DUTIES AND RESPONSIBILITIES

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### To Whom Cardholders Should Go for Assistance:

Cardholders shall contact the Site Administrator, Budget Manager, Program Administrator or Bank of America's Customer Service for assistance.

CARD ISSUER	PROGRAM ADMINISTRATOR
<p><u>Bank of America</u> (P) 888-449-2273 WORKS website <a href="https://payment2.works.com/works">https://payment2.works.com/works</a></p>	<p>Tiffany Archer Procurement Programs Coordinator (O) 804-204-1087 <a href="mailto:tarcher2@rvaschools.net">tarcher2@rvaschools.net</a></p>

### Bank of America's Customer Service:

The P-Card program is serviced using a team approach with Bank of America's Customer Service Center (1-888-449-2273). This center is available 24 hours a day, 7 days a week to assist the Accountholder with general questions about their P-Card account. For more complex inquiries or if there are ANY issues with a P-Card, please contact the Program Administrator.

### Program Administrator:

The Program Administrator is designated by the RPS Director of Procurement and shall be responsible for the overall administration of the program. This person will be knowledgeable on all aspects of the RPS P-Card program and will have a direct relationship with Bank of America. All requests for new cards must go through the Program Administrator who shall process the requests and facilitate the issuance of the cards. The Program Administrator shall be responsible for providing training to Accountholders and Approvers.

### Approver:

The Approver (Department Head, School Principal and/or Director) shall be responsible for developing internal control procedures specific to their department or school to ensure compliance to the policies as set forth in this document. They will be responsible for designating Accountholders and authorized users (for Department P-Cards), setting spending limits, reviewing, certifying, and approving all transactions, budget codes, and receipts, and ensuring all transactions are within RPS policy. The Program Administrator shall be notified immediately if the assigned Approver will no longer perform such function. The notification should include the identity of the replacement Approver if available or the name of a temporary Approver. Participation in the P-Card program requires a location to have an Approver at all times. Approvers should take prompt action to resolve any potential incidences of improper use and alert the Program Administrator immediately if there are such instances.

### **Accountholder:**

Designated by the Approver, the Accountholder is responsible for following the policy and procedures provided by the RPS that applies to purchases, selection of merchants, security of card and monthly reconciliation. P-Cards cannot be issued to temporary employees. In-service training attendance is required prior to the issuance and receipt of a P-Card. All Accountholders must sign a P-Card User Agreement that certifies the Accountholder understands the intent of the program and agrees to follow the established guidelines. Accountholders must ensure tax exemption (when appropriate) and must obtain a receipt for ALL P-Card purchases. **Receipts are required for ALL P-Card purchases.** If a receipt is lost, the Accountholder should contact the vendor directly to obtain a duplicate receipt. If the vendor is unable to provide a duplicate receipt, ONLY then can the Accountholder complete the P-Card Missing Receipt Form. Note that frequent missing or incomplete receipts will result in suspension of P-Card privileges.

Accountholders are responsible for logging into Works and reconciling charges weekly (or more frequently, if needed). They should review all posted transactions and assign the appropriate budget codes. If a contract is used, Accountholders should record the contract number in the “Comments” section. Accountholders should also use the “Comments” section to describe the business reason for each purchase. This reason should be clear enough that it is evident to a person outside of the department that the purchase relates to the mission of Richmond Public Schools.

### **Authorized Users (Department P-Cards):**

Designated by the Approver, authorized users are responsible for following the policy and procedures provided by the RPS that applies to purchases, selection of merchants, security of card and billing cycle reconciliation. Preapproval must be obtained from the Approver before the Department (generic) card is checked out for use. Authorized users must ensure that they receive sales tax exemption when appropriate, obtain & turn in all receipts, and sign the card back in immediately upon completion of use.

### **Proxy Reconciler:**

Under certain circumstances, a location may determine that it is neither effective nor efficient for the Accountholder(s) to reconcile their P-Card transactions in Works. In these special instances, the Approver for the location can assign a Proxy Reconciler to reconcile the location’s P-Card transactions and upload the receipts. Proxy Reconcilers will be knowledgeable of the P-Card program and shall be responsible for allocating and signing-off on Accountholder transactions in Works, collecting, scanning, and attaching all receipts and supporting documents, running the RPS Reconciliation Report and presenting the monthly approval package for the Approver’s review and approval.

### **Accounts Payable:**

Accounts Payable will be responsible for ensuring P-Card statements are paid on a timely basis based on the term established under the P-Card contract or agreement. They are also responsible for posting all p-card transaction budget codes entered by the Accountholder/Reconciler in BOA Works to the general ledger.

### **Internal Audit:**

The Office of Internal Audit will perform periodic, unannounced audits to ensure compliance with established procedures of all designated individuals.

## **PURCHASING CARD CONTROLS**

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### **Internal Control Procedures:**

Schools or departments participating in the program must develop internal control procedures specific to their locations that govern card security, use, and accounting. It is highly recommended that a p-card check out log (example located in appendix B) is maintained to monitor the usage of the card and ensure that all transactions are deemed proper in accordance to the guidelines set in place. Adherence to internal control procedures is essential to the success of the card program. Procedures must describe the assignment of the card related responsibilities and the flow of card related paperwork within the location. It must include appropriate separation of responsibilities. **The approval function and the accounting/reconciliation function should be separated among employees.** Locations must devise a method to ensure that adequate funds are available before each purchase is made.

### **Purchase Card Credit Limits:**

All cards shall have single transaction and billing cycle limits. These credit limits are established by the Approver, may vary for each Accountholder/location, and must be set as close as possible to the anticipated card spend. Changes to card limits can be requested by the Approver. The Program Administrator will work with the Approver to determine appropriate card limitations.

### **Billing Cycle and Single Transaction Limits:**

- Billing cycle limit is the amount available on the P-Card for an entire billing cycle. Accountholders must keep track of the cumulative amount of purchases made during the billing cycle. Once this limit has been reached, any/all subsequent purchases will be denied. The Billing Cycle limit will be reset at the beginning of each billing cycle.
- Single transaction limit is the amount available on the card for a single purchase. A transaction includes the total purchase price. Accountholders should not attempt to make a purchase greater than his/her approved limit. A purchase that exceeds the Accountholder's single purchase limit must not be "split" or broken down into two or more purchases merely to bypass the single transaction limit.

### **P-Card Program Auditing**

P-Card transactions may be audited for compliance with RPS Policy, these procedures, and/or with the Commonwealth Accounting Policies & Procedures (CAPP) manual. The audits will confirm that the cards are being used for their intended purposes and are being used in accordance with RPS policies.

### **Merchant Category Code Restrictions:**

P-Card purchases are controlled using custom Merchant Category Code (MCC) Groups established by RPS. Every vendor who accepts credit cards is assigned a 4-digit MCC by the credit card industry to indicate what type of business they conduct. Certain types of codes such as liquor stores, some entertainment venues, ATM machines, and cash back transactions are blocked. The transaction will be declined when a P-Card is presented for payment to these merchants.

### **Card Storage**

It is highly recommended that cards are kept securely on-site in a locked location when not in use. This will help to prevent, including but not limited to, lost and stolen cards, and/or, accidental usage.

## Ordering from Central Contracts:

Provided the contractual agreement between RPS and the merchant allows it, Accountholders shall use the P-Card to order goods and services from RPS contracted vendors. Accountholders should ensure that contract prices are obtained from the Contractor prior to placing the order.

## Sales and Use Tax:

In most cases, RPS purchases are tax exempt and **NOT** subject to Virginia Sales Tax. Cardholder should request that merchants not include tax on all purchases, except for business meals, catered events, lodging, or other accommodations. RPS Virginia state tax exemption number, #1690530115, will be embossed on the front of the card.

Even though RPS is tax exempt in the state of Virginia, we may be held liable to pay meals tax, lodging tax and communication tax.

## Distinguishing Between Fraud & Misuse

Fraud	Misuse
<p>Fraud involves the unauthorized use of a purchasing card by the cardholder, other RPS School District employees or outside party, resulting in one or more transactions whereby the District does not benefit. This includes:</p> <ul style="list-style-type: none"> <li>• Use of the card for personal gain</li> <li>• Use of stolen account numbers and/or counterfeit cards</li> <li>• Merchant fraud, charging for goods or services and not delivering the goods or services</li> </ul> <p><b>Approvers should monitor for:</b></p> <ul style="list-style-type: none"> <li>• Altered documents</li> <li>• Monthly reconciliations that are always late or not completed</li> <li>• Certain receipts not included in the reconciliation documents</li> <li>• If receipts are missing, does the nature of the purchase indicate possible inappropriate use of the card?</li> <li>• Receipts without enough detail to identify what was purchased</li> <li>• Accountholders presenting several reconciliations at once</li> <li>• Purchases made after normal business hours or on weekends</li> <li>• Spending patterns and vendor sources <i>(a sudden unexplained increase in purchases or questionable vendor sources may indicate a problem)</i></li> <li>• Accountholders not allowing sufficient time for you to review documents before reconciliation deadlines</li> </ul>	<p>Misuse involves the cardholder using their card for transactions not permitted by policy. The School District receives the benefit of the purchased goods, but the cardholder has misused the card. The misuse includes:</p> <ul style="list-style-type: none"> <li>• Order splitting</li> <li>• Exceeding transaction or monthly limits</li> <li>• Poor asset management, buying larger quantities or higher quality than the District would deem appropriate</li> <li>• Buying from unauthorized suppliers</li> </ul> <p><b>Approvers should monitor for:</b></p> <ul style="list-style-type: none"> <li>• Altered documents</li> <li>• Monthly reconciliations that are always late or not completed</li> <li>• Certain receipts not included in the reconciliation documents</li> <li>• If receipts are missing, if the nature of the purchase indicates possible inappropriate use of the card</li> <li>• Receipts without enough detail to identify what was purchased</li> <li>• Accountholders presenting several reconciliations at once</li> <li>• Purchases made after normal business hours or on weekends</li> <li>• Spending patterns and vendor sources <i>(a sudden unexplained increase in purchases or questionable vendor sources may indicate a problem)</i></li> <li>• Accountholders not allowing sufficient time for you to review documents before reconciliation deadlines</li> </ul>

## **PURCHASING CARD PROGRAM PROCEDURES**

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### **Request for New P-Cards:**

Approvers will complete a New P-Card Application for each Accountholder candidate or location. This form can be found on Procurement & Property Management's intranet site (sample in Appendix B). P-Cards cannot be issued to temporary employees. The request must state recommended credit limits and indicate the general ledger codes to be encoded on the card. All requests must be signed by the Accountholder applicant and the Approver. Requests will be forwarded to the Program Administrator for processing.

### **Issuing of P-Cards:**

P-Cards will be centrally distributed through the Program Administrator. Bank of America will send any new, renewed, or replacement cards to the Program Administrator for distribution to the Accountholder or location. The Program Administrator will not release any cards until each new Accountholder/location has gone through in-service training, received all documents related to the program and signed the P-Card User Agreement (sample in Appendix B).

The Program Administrator shall discuss and provide the following documents during training:

- **P-Card User Agreement:** This is an agreement between the Accountholder and the RPS, which affirms that the Accountholder has read and understands the policy and procedures for the P-Card. All Accountholders must sign this agreement which acknowledges the employee's responsibilities regarding card use and sets forth consequences for card misuse. The Accountholder, Approver, and the Program Administrator will sign this agreement at the end of the training session. The Program administrator shall maintain all signed agreements centrally in the Office of Procurement & Property Management.
- **RPS P-Card Policy & Procedures Manual:** This document outlines the RPS policy and procedures that apply to the use of the P-Card. It also outlines approved and restricted types of purchases, consequences for misuse, as well as detailed, step-by-step instructions for Accountholders and Approvers.

### **P-Card Activation:**

New P-Cards must be activated by calling the number indicated on the sticker attached to the front of the card (1-888-233-8855). PIN selection is completed as part of the card activation process. Once activated, Accountholder must remove the sticker and sign the back of the card for security. Accountholder should always keep the card in a secure place.

### **Online PIN Retrieval**

All newly issued, renewed, or replaced P-Cards are Chip & PIN-enabled cards. PINs will be selected during the card activation process. Existing Accountholders who receive replacement or renewed P-Cards will have the option to keep their existing PIN or select a new PIN when they activate their new cards. To retrieve a PIN online, please go to [www.bofaml.com/globalcardaccess](http://www.bofaml.com/globalcardaccess). The Accountholder will need to register as a "New User" and enter:

- 16-digit card number
- Expiration Date
- Cardholder Name (as it appears on the card)
- 3-digit CVV code from the back of the card

- Verification ID: (Usually the location's main phone number, beginning with 804, but can be verified with Program Administrator).
- The system will then ask the cardholder to create a username and password, which can be anything they want. Once the account is created and security questions are answered, the cardholder will be able to retrieve the PIN.

### **Security of the P-Cards:**

The Accountholder is responsible for the security of the card. The card should be treated with the same level of care as the Accountholder would use with his/her own personal charge cards, even though the liability associated with the use of the purchase card lies with the RPS. Guard the card account number carefully. It should not be posted in a work area or left in a conspicuous place. It should be kept in an accessible, but secure location. Card is to be used for RPS official business purposes only.

### **Lost or Stolen Cards:**

If a P-Card is lost or stolen, immediately contact the Program Administrator. Prompt action can reduce the RPS liability of fraudulent activity. The Program Administrator will check for unauthorized transactions and then contact Bank of America to cancel that account and have a new account issued.

### **Making Purchases:**

Accountholders should promote and encourage positive interactions with merchants and be informed always to use contracted vendors whenever available. Honesty and courtesy are essential ingredients in all aspects of a buyer/merchant relationship.

Follow the guidelines below when making purchases using the P-Card:

- Determine if a P-Card can be used to purchase required item/s or service/s and within the Cardholder's spending limit.
- NOTE: P-Card is a payment method only and its use does NOT exempt purchases over the purchasing threshold from competitive negotiation. All RPS Procurement procedures and protocols must still be followed.
- P-Card can never be used for federally-funded purchases or Student Activity Fund purchases.
- Obtain pricing from the merchant and call, fax or visit the merchant to place your order.
- If purchase is via the internet, print out the confirmation proof of purchase page, specify Cardholder name, RPS name, location and shipping instructions.
- Confirm pricing and freight charges and ensure that tax is **not** included (if not applicable).
- Accountholders must obtain a receipt for ALL P-Card transactions. If a receipt is lost, Accountholder must contact vendor to obtain a duplicate receipt.
- **An IRS W-9 is not required to be obtained from the vendor when using P-Card as payment.**
- Purchases requiring special approval will be allowed only after proper approval has been obtained. This will include, but not be limited to, approved Request to Travel forms.
- Any violation of the established program rules and policies will result in any of the following depending on the severity of the violation: verbal counseling, restricted card use, suspension and/or termination.

### **Returns, Credits and Disputed Charges**

- **Returns:** If an item needs to be returned, the Accountholder must contact the merchant to obtain instructions on how to receive credit. Do not accept store credit. Note that some merchants may charge a restocking or handling fee for returns.

- **Credits:** If the merchant accepts an item as a return, the credit for this item will normally appear on the following billing cycle statement. All credits must be reconciled and allocated in Work in the same manner as any other transaction. Credits should be allocated to the same budget codes as the original transactions.
- **Disputed Charges:** The Accountholder must contact the merchant if there is a discrepancy on a P-Card charge and make every attempt to resolve the problem directly with them. If no resolution is reached with the vendor, the Accountholder should contact the Program Administrator, who will dispute the charge with Bank of America. The Program Administrator will need specific details from the Accountholder, such as records/accounts of all attempted communication with the vendor, contact names & phone numbers/email addresses, etc. The disputed item will still need to be allocated and signed-off in Works. In the “Comments” box, type a note that this item has been disputed with Bank of America. When the credit from Bank of America posts, please make sure it is allocated to the same budget codes as the original/disputed transaction.

### **Card Cancellation:**

If a location wishes to cancel a card for any reason, the Approver must notify the Program Administrator using the P-Card Maintenance Form (see sample in Appendix B). The cancelled card shall be properly destroyed (shredded) immediately. If there is an urgent need to cancel a card, contact the Program Administrator for immediate assistance.

### **Employee Transfer/Termination:**

P-Cards must be returned to the Approver upon transfer or termination of the employee and the Program Administrator shall be notified the same day the event happens. (See “P-Card Maintenance Form” in Appendix B.) Approvers should add “Procurement Card” to any checkout sheet that employees are required to complete.

## **RECONCILIATION PROCEDURES & INSTRUCTIONS**

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Timely reconciliation and review of charges are essential to ensure that RPS can pay the bill on time and that unauthorized charges, if any, are discovered promptly. The billing cycle always starts on the 1<sup>st</sup> day of the month and ends on the last calendar day of the month.

### **TIPS & REMINDERS**

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#### **General**

- ✓ P-Cards should only be used to make RPS-related purchases that directly support the mission of Richmond Public Schools.
- ✓ Our billing cycles begin on the 1<sup>st</sup> of the month and run through the last day of the month.
- ✓ All P-Card transactions should be allocated, receipts uploaded, and purchases signed-off by the 7<sup>th</sup> day of the following month.
- ✓ P-Cards should never be used for a purchase that will be paid using Federal grant funds (Title I, Title II, Perkins, etc.) or Student Activity funds.

**Works can be accessed at:**  
<https://payment2.works.com>

#### **For Accountholders**

- ✓ Detailed instructions for Accountholders begin on Page 17.
- ✓ Never have a vendor “split” a transaction to circumvent the single purchase limits. If you need to make a larger purchase, please contact the Program Administrator.
- ✓ Accountholders should obtain tax exemption whenever applicable. Avoid self-checkout kiosks, as there is no way to get tax exemption.
- ✓ You can allocate, upload receipts, and sign-off throughout the month. You do NOT have to wait until the end of the month to complete these steps.
- ✓ After you allocate & sign-off as Accountholder, the transactions will then be available for the Approver at your location to review & sign-off.
- ✓ Always get a receipt for every P-Card transaction & attach that receipt to the corresponding charge in Works. If you do not have a receipt, you must contact the vendor to get a duplicate receipt.

#### **For Approvers**

- ✓ Detailed instructions for Approvers begin on Page 30.
- ✓ You are the final level of review and approval for your location, and you are ultimately responsible for all purchases made.
- ✓ Approvers should carefully review each transaction, allocation codes, attached receipts, and the RPS Reconciliation Report to ensure compliance BEFORE signing-off in Works.

**For any P-Card related issues or questions, please contact the Program Administrator:**

Tiffany Archer  
Procurement Programs Coordinator  
Office of Procurement & Property Management  
Office: 804-204-1087  
Email: tarcher2@rvaschools.net

If changes need to be made or additional information provided, you can “flag” the transaction and it will be sent back to the Accountholder for correction (see corresponding instructions).

### **STEPS TO REMEMBER**

---

1. Reconciler: Code all transactions
2. Reconciler: Upload all receipts (add descriptions, etc.)



3. Reconciler: Sign off on all transactions
4. Approver: Review all receipts, GL codes & sign off

## DETAILED ACCOUNTHOLDER TASKS IN WORKS

No later than the 7<sup>th</sup> day of the month, all Accountholders should have allocated their transactions, attached receipts, and signed-off in Works.

### Allocate Transactions

There are two options for allocating transactions: you can either allocate one transaction at a time, or you can mass-allocate multiple transactions (if they are all being allocated to the same account codes).

#### Allocate Just One Transaction

To allocate just one transaction, log in to Works.

1. On the Home screen, go to **Expenses → Transactions**, or simply click the blue “Pending” link...

The screenshot shows the Bank of America Merrill Lynch Works interface. At the top, there are navigation tabs for Home, Expenses, and Reports. Below this is the 'Action Items' section, which contains a table with the following data:

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	118	Transaction	Pending

The 'Pending' status in the table is circled in red. Below the table, there is a pagination control showing '1 item' and 'Show 10 per page'. Below the 'Action Items' section is the 'Accounts Dashboard' section, which includes an 'In Scope' search bar and a table with the following data:

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
SUSIE CARDHOLDER	8361	25,000.00	73,811.95	(36,194.14)	(48,811.95)

At the bottom of the dashboard, there is a pagination control showing '1 item' and 'Show 10 per page'. The footer of the page contains links for Training Guides, Training Videos, Privacy & Security, Recommended Settings, and Payment Center, along with the copyright notice and the last log in time: © 2019 Bank of America Corporation. All rights reserved. Your last log in was October 31, 2019, 12:13 PM CDT.

2. Works will display all your P-Card transactions that need to be allocated and signed-off. Your screen will look like the following:

The screenshot shows the 'Transactions - Accountholder' page in the Works system. The interface includes a navigation bar with 'Home', 'Expenses', and 'Reports'. The main content area displays a table of transactions with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp/Val/Auth, Allocation, Amount Allocated, and Uploaded Receipt. The table lists 12 transactions, all with a 'none' sign-off status. A left-hand sidebar contains an 'Advanced Filter' section with various filters like Date, Account, Purchase Request, Amount Range, Dispute Status, Account Status, Allocation Complete, Allocation Valid, and Allocation Authorized. At the bottom of the page, there are links for 'Training Guides', 'Training Videos', 'Privacy & Security', 'Recommended Settings', and 'Payment Center', along with a copyright notice for Bank of America Corporation.

3. Click on the “Document” number for the transaction that you wish to allocate, then choose “Allocate/Edit.”

This is a close-up view of the 'Transactions - Accountholder' table. The 'Document' column is highlighted, and the transaction ID 'TXN00001116' is circled in red. A context menu is open over this transaction, with the 'Allocate / Edit' option highlighted in yellow. Other options in the menu include Sign Off, View Full Details, Dispute, Retry Automatch, Divide, Attach to Purchase Request, Manage Receipts, and Print. The interface also shows the 'Advanced Filter' sidebar and a '0 Selected | 118 items' status at the bottom.

Your screen will look like the following:

Allocation Details - TXN00001117 - PACKAGE TOUR OPERATORS - G CO. 10/07/2019 | Source Amount : 944.33 USD

Purchase Amount: 944.33 Tax Amount: 0.00 Allocation Total: 944.33 | 100% Variance: 0.00

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Function	GL03: Organization	GL04: Program	GL05: Object
x   ✓   ✓	944.33	0.00	PACKAGE TOUR OPERATORS - G CO. - Purchase	100		5301		

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	944.33	0.00	0.00	23219

Adjust Amount

Transaction Detail - 4723 (PACKAGE TOUR OPERATORS - GERMANY ONLY)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
Line Item Summary - Charges for 10/07/19	944.33	1	944.33	CQ12	CA	778530000	94.43	157.38	10/07/2019	FR	950211234	ZYBOBBXECA	118.04		788460256347

Purchase Detail

Save Save and Allocate Next Close

- Click in each segment of the allocation string to select the appropriate account codes: Fund, Function, Organization, Program, and Object. Begin typing the correct code and then select the code from the list that pops up:

Allocation Details - TXN00001117 - PACKAGE TOUR OPERATORS - G CO. 10/07/2019 | Source Amount : 944.33 USD

Purchase Amount: 944.33 Tax Amount: 0.00 Allocation Total: 944.33 | 100% Variance: 0.00

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Function	GL03: Organization	GL04: Program	GL05: Object
x   ✓   ✓	944.33	0.00	PACKAGE TOUR OPERATORS - G CO. - Purchase	100	1310	5301	1101	5527

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	944.33	0.00	0.00	23219

Adjust Amount

Transaction Detail - 4723 (PACKAGE TOUR OPERATORS - GERMANY ONLY)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
Line Item Summary - Charges for 10/07/19	944.33	1	944.33	CQ12	CA	778530000	94.43	157.38	10/07/2019	FR	950211234	ZYBOBBXECA	118.04		788460256347

Purchase Detail

5527 | STUDENT TRANSP-FIELD TRIP See More...

Save Save and Allocate Next Close


- Once all segments are completed & correct, click the “Save” button and then click the “Close” button at the bottom of the screen.
- The corrected codes will now show on the “Pending Sign-Off” tab and three green check marks should appear in the “Comp|Val|Auth” column:

Transactions - Accountholder													
<a href="#">Pending Sign Off</a>   <a href="#">Signed Off</a>   <a href="#">Flagged</a>   <a href="#">All</a> <span style="float: right;"><a href="#">Clear Filters</a>   <a href="#">Columns</a></span>													
Advanced Filter	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Vol/Auth	Allocation	Amount Allocated	Uploaded Receipt	
<input type="checkbox"/>	TXN00001115	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	261.63	ENGINEERING, ARCHITECTURAL CO.	✓   ✓   ✓	100 1000.5301.1101.1001	261.63	No	
<input type="checkbox"/>	TXN00001116	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	834.62	PUBLIC WAREHOUSING-FARM PR CO.	✗   ✓   ✓	100.5301.	834.62	No	
<input type="checkbox"/>	TXN00001117	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	944.33	PACKAGE TOUR OPERATORS - G CO.	✓   ✓   ✓	100.1310.5301.1101.5527	944.33	No	
<input type="checkbox"/>	TXN00001118	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	929.96	PROFESSIONAL SERVICES NOT CO.	✓   ✓   ✓	100.5301.	929.96	No	
<input type="checkbox"/>	TXN00001119	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	141.55	PUBLIC WAREHOUSING-FARM PR CO.	✗   ✓   ✓	100.5301.	141.55	No	
<input type="checkbox"/>	TXN00001120	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	328.95	TIMESHARES CO	✓   ✓   ✓	100.5301.	328.95	No	
<input type="checkbox"/>	TXN00001121	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	744.62	ACCOUNTING, AUDITING AND B CO.	✗   ✓   ✓	100.5301.	744.62	No	
<input type="checkbox"/>	TXN00001122	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	657.91	COURIER SERVICES-AIR OR GR CO.	✗   ✓   ✓	100.5301.	657.91	No	
<input type="checkbox"/>	TXN00001123	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	816.11	TIMESHARES CO.	✓   ✓   ✓	100.5301.	816.11	No	
<input type="checkbox"/>	TXN00001124	8361	none	10/07/2019	10/07/2019	Cardholder_Susie	796.34	PROFESSIONAL SERVICES NOT CO.	✗   ✓   ✓	100.5301.	796.34	No	

## Mass Allocate Multiple Transactions

If you have multiple transactions that need to be allocated to the *same* codes, you can allocate more than one transaction at a time. To mass allocate multiple transactions, log in to Works.

1. On the Home screen, go to **Expenses** → **Transactions**, or simply click the blue “Pending” link...



[Home](#)
[Expenses](#)
[Reports](#)

**Action Items**
[Upload Receipts](#)

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	118	Transaction	Pending

1 item
Show 10 per page
Page: 1 of 1

**Accounts Dashboard**

In Scope

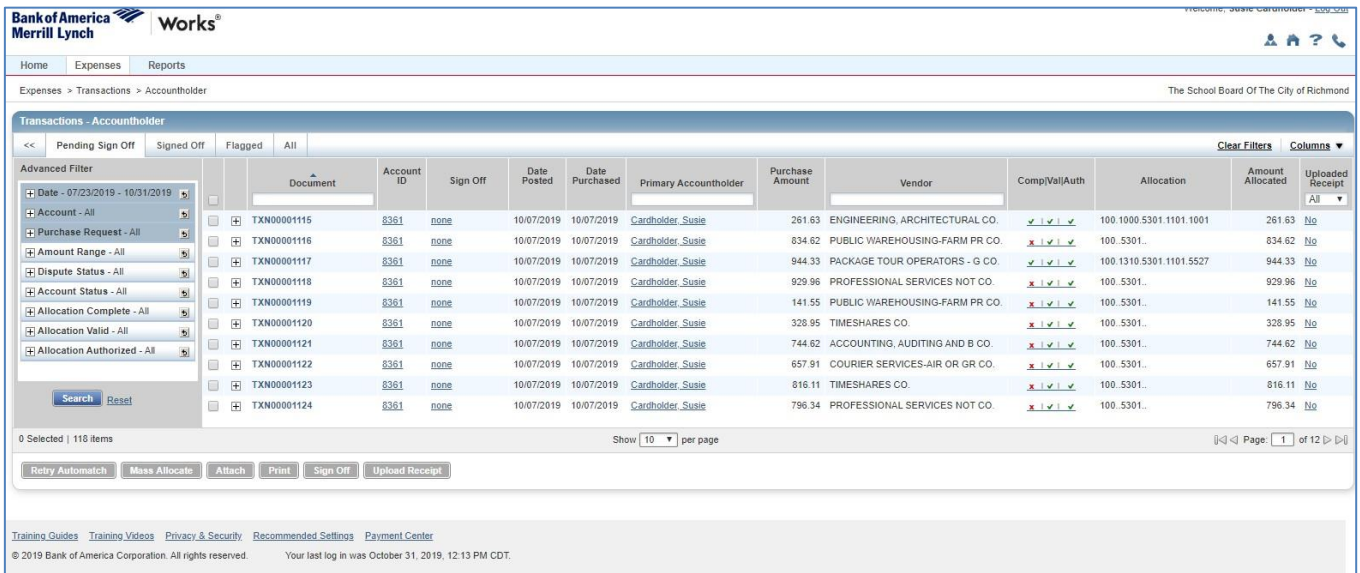
Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
SUSIE CARDHOLDER	8361	25,000.00	73,811.95	(36,194.14)	(48,811.95)

1 item
Show 10 per page
Page: 1 of 1

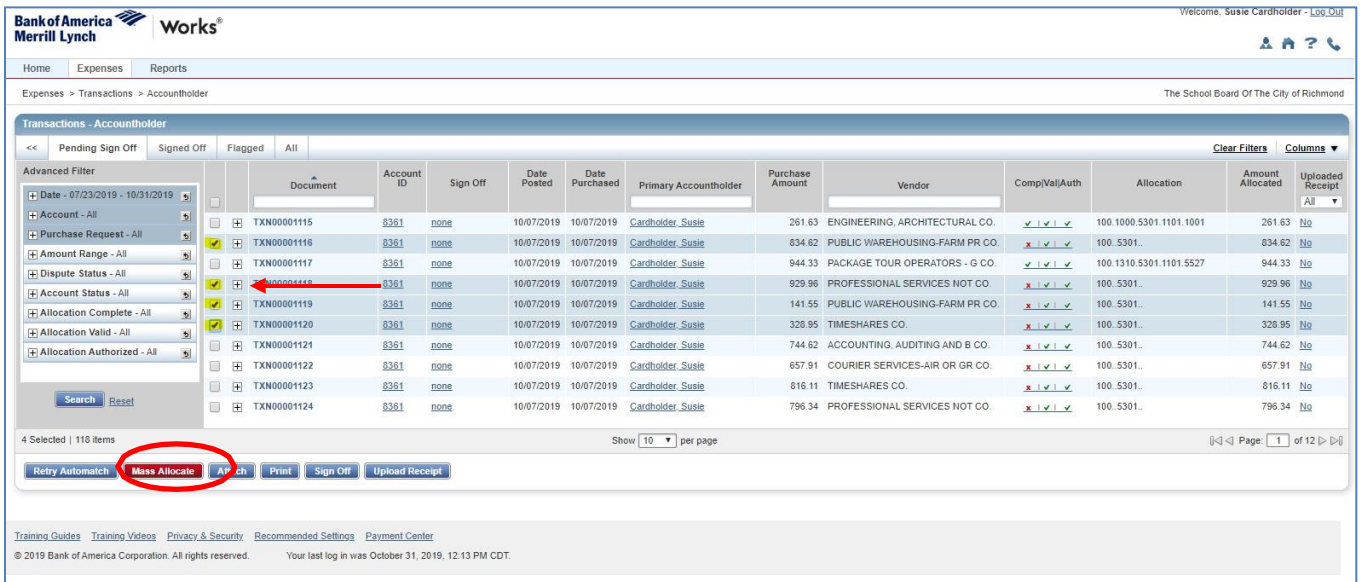
[Training Guides](#) | 
 [Training Videos](#) | 
 [Privacy & Security](#) | 
 [Recommended Settings](#) | 
 [Payment Center](#)

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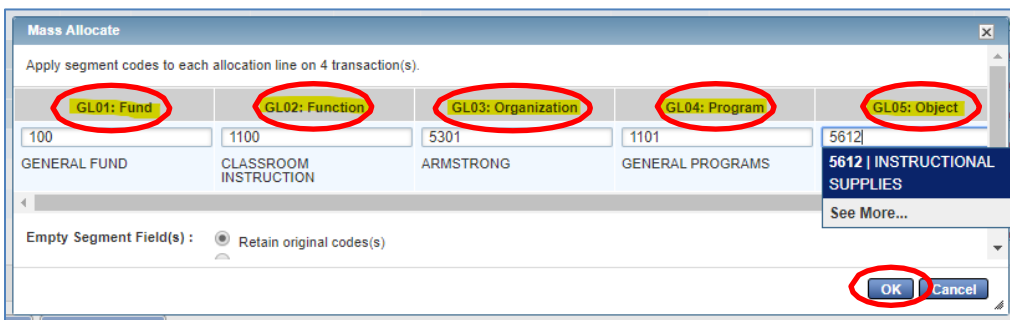
2. Works will display all your P-Card transactions that need to be allocated & signed-off. Your screen will look like the following:



- Click the boxes next to the transactions that you wish to allocate, then click on the “Mass Allocate” button at the bottom of the screen:



- On the Mass Allocate screen, click in each segment box and start typing the appropriate code. Click on the correct code as it pops up on the screen:



- Once all segment values are complete and correct, press the OK button at the bottom of the screen. The corrected codes for each selected transaction will show up on the screen.

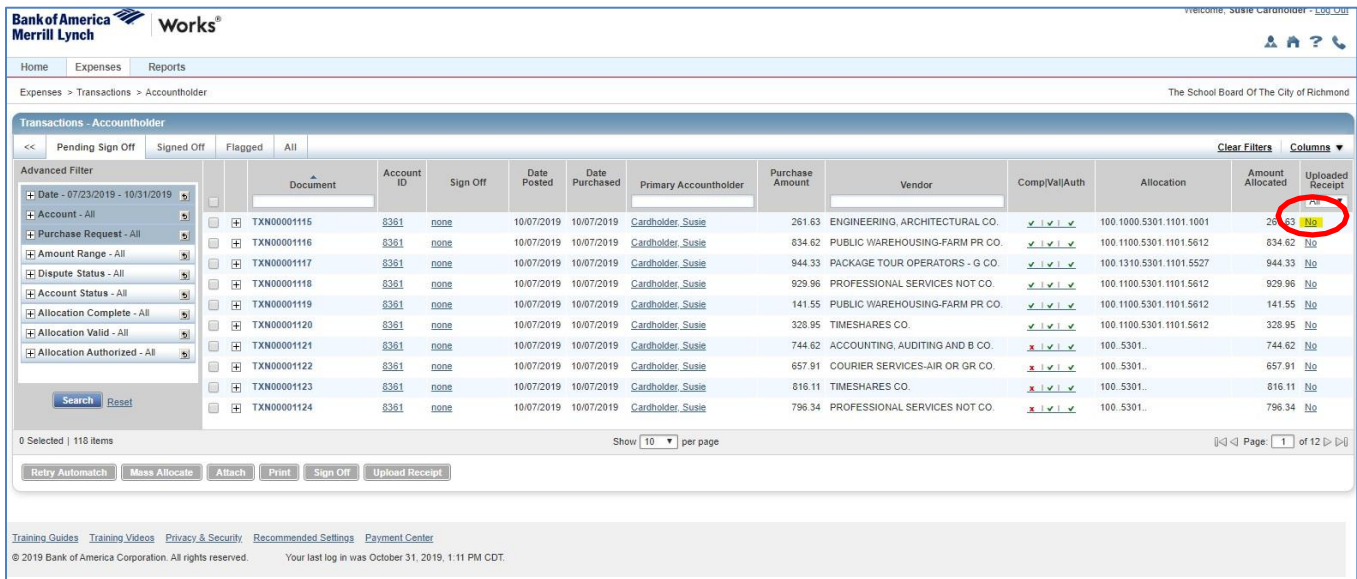
## Scan and Attach Receipts for Each Transaction

Receipts are required for **EACH** P-Card transaction. If you do not have a receipt, you must go back to the vendor to obtain a duplicate receipt. **ONLY** if the vendor is unable to provide a duplicate receipt, you can complete the Missing Receipt Form & attach it to the appropriate transaction in Works. (See sample form in Appendix B.) Please note that frequent missing/incomplete receipts will result in suspension of P-Card privileges.

Make sure each receipt is scanned individually as either a PDF or JPEG file. Save the scanned images to a file on your computer or to a network folder. To make it easier to attach the appropriate receipt, it is recommended that you name each saved file with the vendor name & purchase date (e.g. Panera 10-15-19).

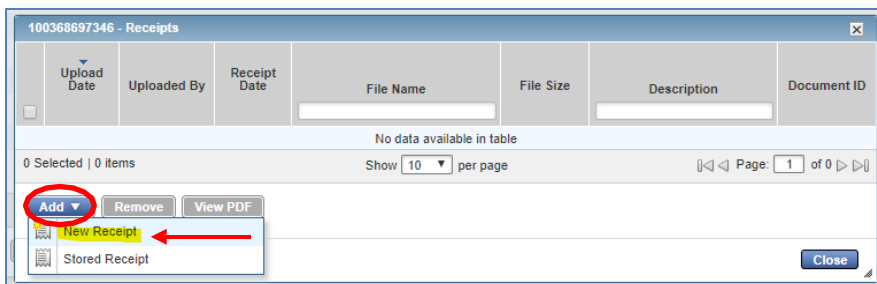
Once all receipts are scanned/saved, you will be able to attach the receipt directly to the appropriate transaction in Works:

1. Log into Works and click on the blue “Pending” link on the Home screen.
2. Click the **NO** link in the “Uploaded Receipt” column for the transaction that you want to attach the receipt to:



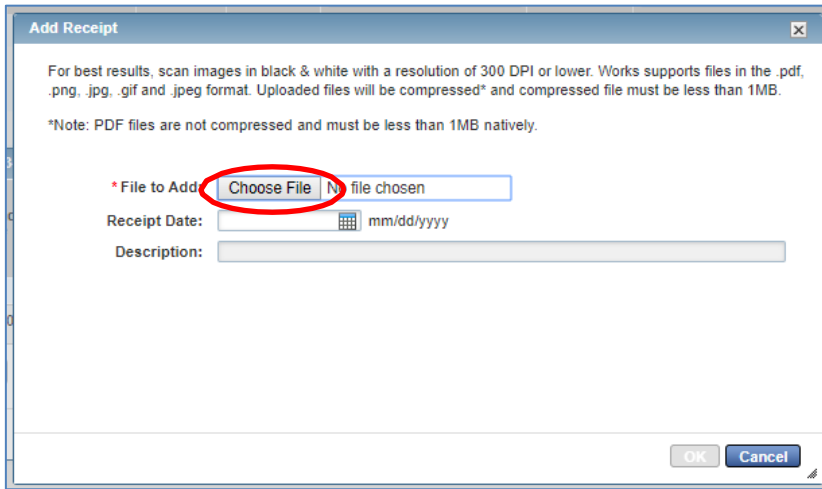
The screenshot shows the Bank of America Works interface. The main area displays a table of transactions. The columns include Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Compl/Val/Auth, Allocation, Amount Allocated, and Uploaded Receipt. The first transaction (TXN00001115) has a 'NO' in the 'Uploaded Receipt' column, which is circled in red. The interface also includes a sidebar with filters, a search bar, and a footer with navigation links and a copyright notice.

The following screen will pop up:

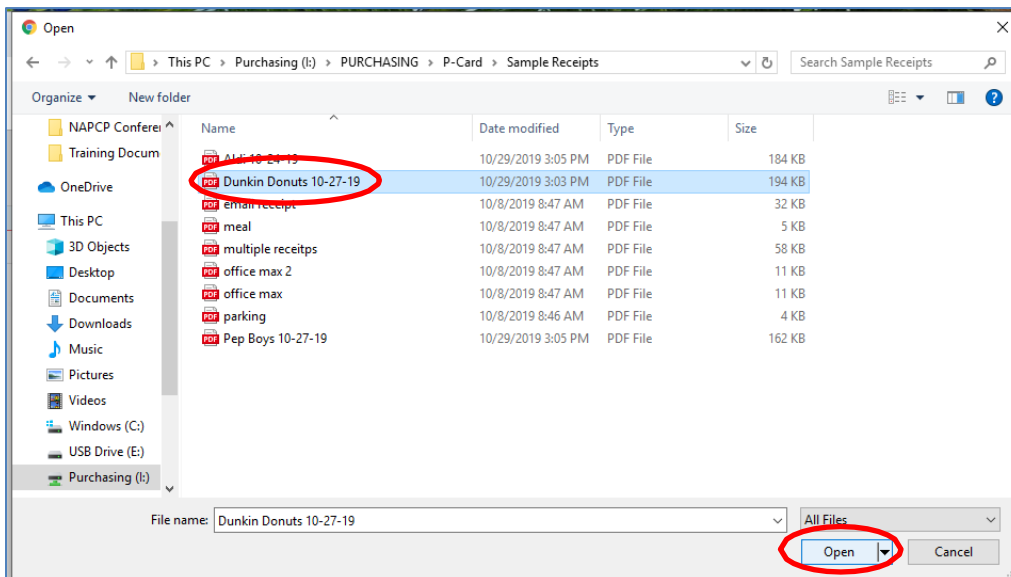


The screenshot shows a dialog box titled '100368697346 - Receipts'. It has a table with columns for Upload Date, Uploaded By, Receipt Date, File Name, File Size, Description, and Document ID. Below the table, there are buttons for 'Add', 'Remove', and 'View PDF'. The 'Add' button is circled in red, and a red arrow points to the 'New Receipt' option in the dropdown menu. There is also a 'Stored Receipt' option. The dialog box includes a 'Close' button at the bottom right.

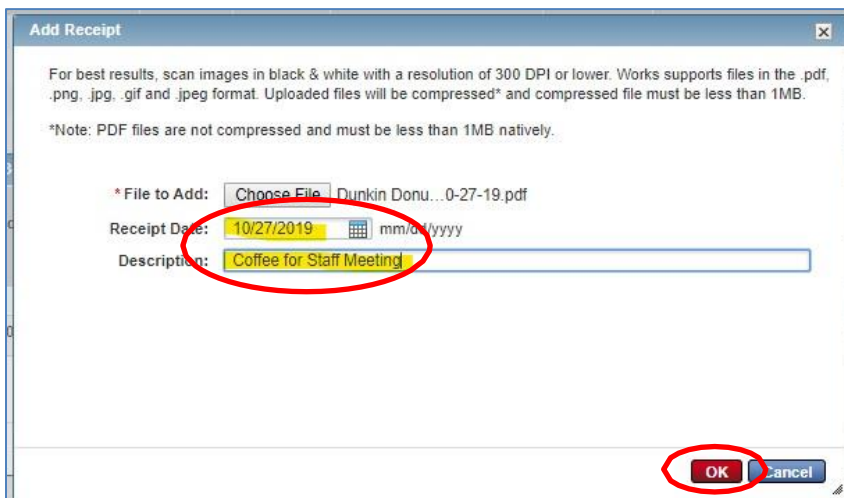
3. Click on the Add button and then choose “New Receipt.”
4. On the Add Receipt screen, click the “Choose File” button.



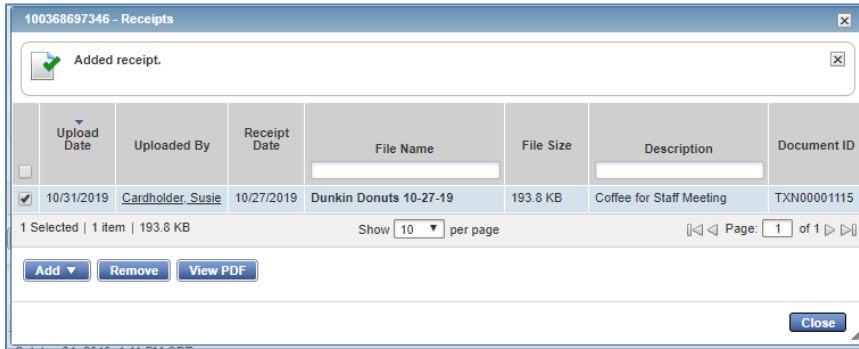
5. Navigate to wherever you saved your scanned receipts, then choose the appropriate receipt and click the “Open” button:



6. On the Add Receipt screen, choose the correct date for the receipt, type a brief description of what the purchase is for, and then click the OK button when finished:

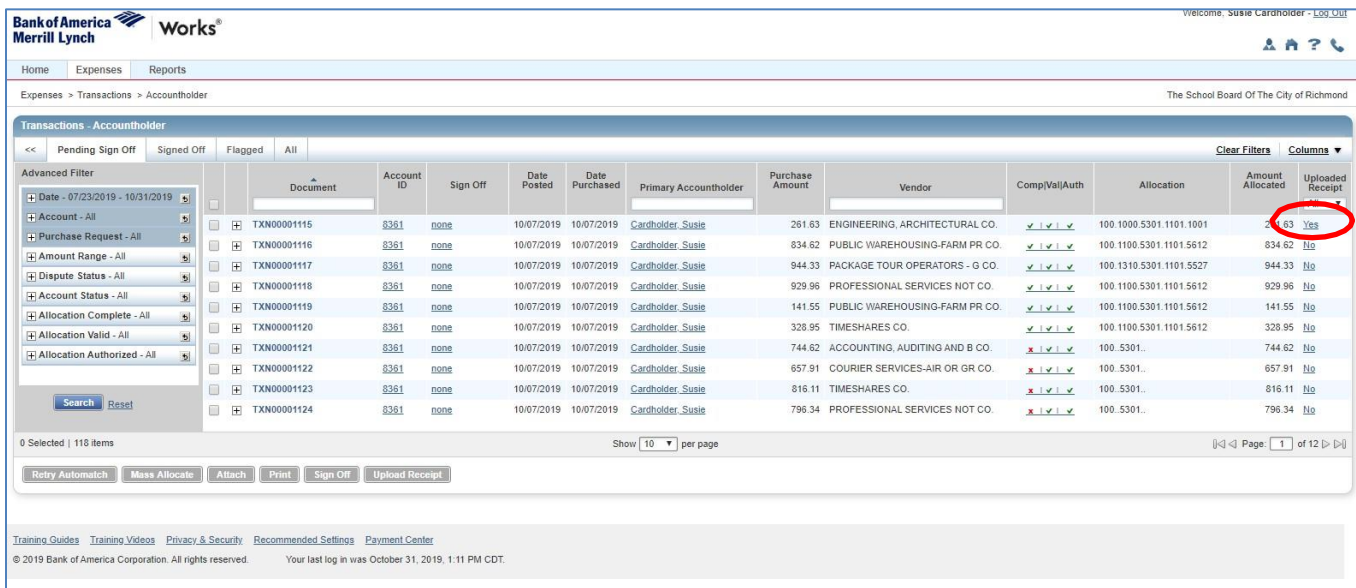


7. The chosen receipt is now attached to the selected transaction in Works:



- 8. If you wish to remove the uploaded receipt and add a different one, you can click the “Remove” button at the bottom of the screen.
- 9. If you want to view the image of the receipt, you can click the “View PDF” button at the bottom of the screen and the receipt image will be displayed.
- 10. Press the “Close” button when you are finished.

The transaction will now show “Yes” in the “Uploaded Receipt” column:



11. Complete the receipt upload process for each P-Card transaction.

### Sign-Off on Each Transaction

Make sure you have allocated each transaction and attached the receipt **BEFORE** signing-off in Works.

- 1. On the Pending Sign-Off tab, click the document number for the transaction that you wish to sign-off, then choose “Sign Off.”



Bank of America Merrill Lynch Works

Welcome, Susie Cardholder - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

The School Board Of The City of Richmond

Transactions - Accountholder

Advanced Filter

Document Account ID Sign Off Date Posted Date Purchased Primary Accountholder Purchase Amount Vendor Comp/Val/Auth Allocation Amount Allocated Uploaded Receipt

10/07/2019 10/07/2019 Cardholder\_Susie 261.63 ENGINEERING, ARCHITECTURAL CO. 100.1000.5301.1101.1001 261.63 Yes

10/07/2019 10/07/2019 Cardholder\_Susie 834.62 PUBLIC WAREHOUSING-FARM PR CO. 100.1100.5301.1101.5612 834.62 No

10/07/2019 10/07/2019 Cardholder\_Susie 944.33 PACKAGE TOUR OPERATORS - G CO. 100.1310.5301.1101.5527 944.33 No

10/07/2019 10/07/2019 Cardholder\_Susie 929.96 PROFESSIONAL SERVICES NOT CO. 100.1100.5301.1101.5612 929.96 No

10/07/2019 10/07/2019 Cardholder\_Susie 141.55 PUBLIC WAREHOUSING-FARM PR CO. 100.1100.5301.1101.5612 141.55 No

10/07/2019 10/07/2019 Cardholder\_Susie 328.95 TIMESHARES CO. 100.1100.5301.1101.5612 328.95 No

10/07/2019 10/07/2019 Cardholder\_Susie 744.62 ACCOUNTING, AUDITING AND B CO. 100.5301... 744.62 No

10/07/2019 10/07/2019 Cardholder\_Susie 657.91 COURIER SERVICES-AIR OR GR CO. 100.5301... 657.91 No

10/07/2019 10/07/2019 Cardholder\_Susie 816.11 TIMESHARES CO. 100.5301... 816.11 No

10/07/2019 10/07/2019 Cardholder\_Susie 796.34 PROFESSIONAL SERVICES NOT CO. 100.5301... 796.34 No

0 Selected | 118 items Show 10 per page Page 1 of 12

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

Training Guides Training Videos Privacy & Security Recommended Settings Payment Center

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- In the “Comments” field, type the transaction date, the contract number (if applicable), and the reason for the purchase, then press the OK button:

Confirm Sign Off

Sign off 1 transaction(s).

Comments: 10/27/19: Coffee for Staff Meeting

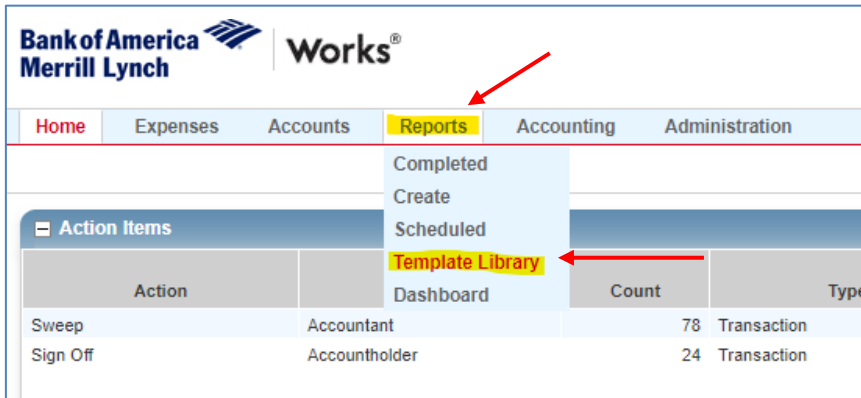
OK Cancel

- Repeat this sign-off procedure for each transaction that needs to be signed-off.

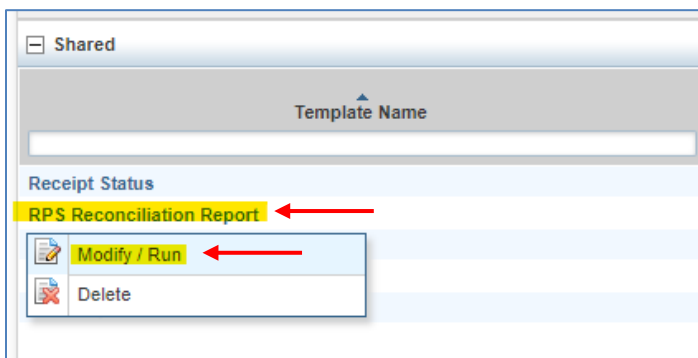
## Print and Sign RPS Reconciliation Report

After all transactions have been allocated, signed-off, and all receipts uploaded/attached, please print the “RPS Reconciliation Report” from Works. **All receipts & documentation should be attached to this report, and these packets should be kept at your location for 5 years.** After 5 years, they can be disposed of in accordance with the Virginia Law Library requirements that can be found at [https://www.lva.virginia.gov/agencies/records/sched\\_local/GS-02.pdf](https://www.lva.virginia.gov/agencies/records/sched_local/GS-02.pdf).

- In Works, go to **Reports** → **Template Library**.



- At the bottom half of the screen, under “Shared,” scroll through the available reports until you find “RPS Reconciliation Statement.” (All reports are listed in alphabetical order.)
- Click on the blue, underlined name of the report and choose “Modify/Run.”



- In the “Filters” section of the screen, click on the calendar button to select the appropriate date range:

Bank of America Merrill Lynch | Works®

Home Expenses Accounts Reports Accounting Administration

Reports > Modify/Run

Create Report Report data is current as of November 19, 2019 8:09 AM CST.

\* Category: Spend  
 \* Template:

Report Options Basic Advanced Reset to defaults Use last run settings

Columns

Available

- Allocation
  - GL is Authorized
  - GL is Complete
  - GL is Valid
  - GL: Function
  - GL: Function Desc
  - GL: Fund
  - GL: Fund Desc
  - GL: Object
  - GL: Object Desc
  - GL: Organization
  - GL: Organization Desc
  - GL: Program
  - GL: Program Desc
  - Item Description
  - Item Exp Cat Comment
  - Item GL Combination
  - Item Number
  - Item Price

Selected

- CH Full Name
- Card Embossed Line 1
- Card Last 4 Digits
- Txn Number
- Vendor Name
- Receipt Status
- Purchase Date
- Post Date
- Amount
- GL Combination Rollup
- Type

Remove Edit Add Constant

Column Sort

- A→Z CH Full Name
- A→Z Card Embossed Line 1
- A→Z Card Last 4 Digits
- A→Z Post Date
- A→Z Txn Number

Remove Reverse Sort

Filters

Add filter:

Post Date: ~~X~~ 10/01/2019 - 10/31/2019 📅

Transaction Type: ~~X~~  Cash advance  Misc Credit  Misc Debit  Purchase  Reimbursement  Payment

Output Format

- On the “Select Dates” screen, TYPE the appropriate dates in the MM/DD/YY boxes (e.g. 10/1/2019 – 10/31/2019, 11/1/2019 – 11/30/2019, etc.), then press the OK button at the bottom of the screen:

Select Dates

MM DD YY

10 1 2019

10 31 2019

Month-to-Date Selected Week  
 Cycle-to-Date Selected Month  
 Year-to-Date Selected Cycle  
 Previous Week Today  
 Previous Month Custom  
 Previous Cycle  
 Past 30 days  
 Past 00 days

OK Cancel

- Scroll to the very bottom of the page and press the “Submit Report” button.

Sharing:  Personal  Shared  Both

**Scheduling and Expiration**

Job Name:

Run for User(s):

Schedule:  Run Now  Run Later  Recurring

Report Expiration after:  day(s)

**Submit Report**

7. When the report has completed, a bright green check mark will appear and you can click on the blue “PDF” link to open the report:

**Bank of America Merrill Lynch Works®**

Home Expenses Accounts Reports Accounting Administration

Reports > Completed

Created 1 report. Report can be downloaded from the table below.

**Completed Reports**

	Queued At	Report Name	Status	New
<input type="checkbox"/>	11/19/2019 08:17 AM CST	RPS Reconciliation Report	Ready	<input checked="" type="checkbox"/> <a href="#">PDF</a>

8. The report will look similar to the following:

RPS Reconciliation Report (3).pdf 1 / 1

**RPS Reconciliation Report**

Purchases 2,735.91  
Other Charges 0.00  
Credits 0.00  
Total 2,735.91  
Payments 0.00

Card Embossed Line 1 Contains "Talent"  
Company Name: The School Board Of The City of Richmond  
Print Date: Between 2019-10-01 00:00:00 and 2019-10-31 23:59:59  
Report Owner: Geary, Joel  
Report Time: 2019-11-19 08:17:20  
Transaction Type: One of Misc, Credit or Misc Debit or Purchase

CH Full Name	Card Last 4 Digits	Txn Number	Vendor Name	Receipt Status	Purchase Date	Post Date	Amount	GL Combination Rollup	Type
Office, Talent									
TALENT OFFICE		TXN00001156	UNIVERSITY OF VIRGINIA	Yes	10/09/2019	10/09/2019	475.00	100.2140.3104.0010.5511	P
		TXN00001160	TRAVELOCITY 7483683372	Yes	10/11/2019	10/11/2019	22.00	100.2140.3104.0010.5734	P
		TXN00001162	ALLIANZ TRAVEL INS	Yes	10/11/2019	10/11/2019	23.63	100.2140.3104.0010.5734	P
		TXN00001164	TRAVELOCITY 7483683372	Yes	10/11/2019	10/11/2019	2.60	100.2140.3104.0010.5734	P
		TXN00001165	UNITED 016247663301	Yes	10/11/2019	10/14/2019	235.20	100.2140.3104.0010.5734	P
		TXN00001166	DELTA AIR 0087468264257	Yes	10/10/2019	10/14/2019	160.20	100.2140.3104.0010.5734	P
		TXN00001167	TRAVEL GUARD GROUP INC	Yes	10/11/2019	10/14/2019	13.20	100.2140.3104.0010.5734	P
		TXN00001169	DELTA AIR 0082402964696	Yes	10/10/2019	10/14/2019	190.20	100.2140.3104.0010.5734	P
		TXN00001170	UNITED 0167466278566	Yes	10/10/2019	10/14/2019	175.20	100.2140.3104.0010.5734	P
		TXN00001190	WPP HESU Career Developme	Yes	10/22/2019	10/22/2019	978.35	100.2140.3104.0010.5511	P
		TXN00001194	BREXEL-KVIRGINIA OIL #	Yes	10/04/2019	10/25/2019	22.77	100.2140.3104.0010.5734	P
		TXN00001199	ENTERPRISE RENT-A-CAR	Yes	10/04/2019	10/25/2019	182.38	100.2140.3104.0010.5734	P
		TXN00001206	CMC-CAREER DEVELOPMENT S	Yes	10/30/2019	10/31/2019	195.00	100.2140.3104.0010.5511	P
		TXN00001208	TRAVELOCITY 748073701753	Yes	10/30/2019	10/31/2019	55.00	100.2140.3104.0010.5734	P
		TXN00001210	PARKING CITY OF RICHMOND	Yes	10/30/2019	10/31/2019	3.00	100.2140.3104.0010.5732	P
count: 15							2,735.91		
count: 15							2,735.91		
report count: 15							2,735.91		

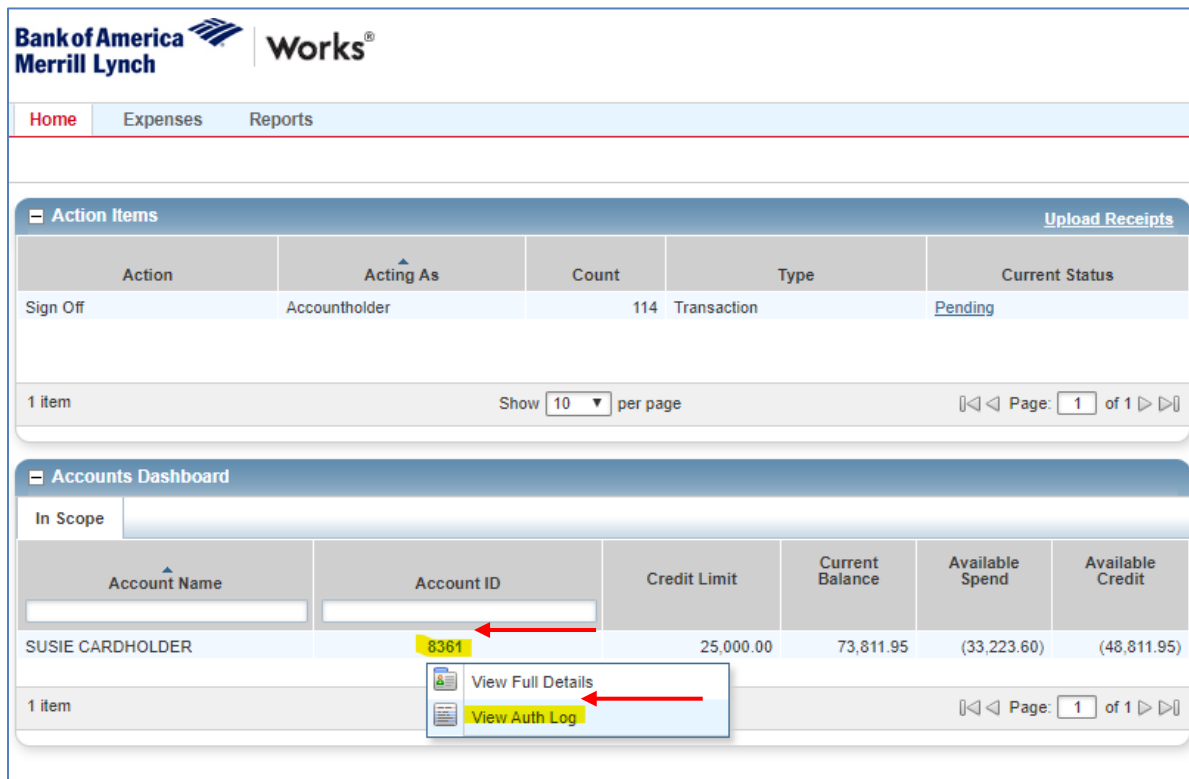
- Print the report and attach all receipts & supporting documentation to this report.
- Sign, Print your Name, and Date the report, and then have the Approver for your location do the same after they have reviewed & signed-off on all transactions in Works.

11. **Keep this report & all receipts/supporting documents in your location for 5 years. After 5 years, the packets can be disposed of** in accordance with the Virginia Law Library requirements that can be found at [https://www.lva.virginia.gov/agencies/records/sched\\_local/GS-02.pdf](https://www.lva.virginia.gov/agencies/records/sched_local/GS-02.pdf).

## Researching Declined P-Card Transactions

If you are trying to make a P-Card purchase and the transaction is not going through, it might be because it has been declined by Bank of America. P-Card charges may be declined for a number of reasons. The most common causes are an accountholder attempting to exceed their transaction or monthly limit, a fraudulent activity watch/hold placed by Bank of America, or a Merchant Category Code (MCC) restriction. Accountholders can determine the reason for a declined charge by logging Works and checking the Authorization Log.

1. In the bottom part of the screen, click on the “Account ID” for the card you wish to check, and then choose “View Auth Log:”



The screenshot displays the Bank of America Works interface. At the top, there are navigation tabs for Home, Expenses, and Reports. Below this is an 'Action Items' section with a table containing one row: 'Sign Off' (Action), 'Accountholder' (Acting As), '114' (Count), 'Transaction' (Type), and 'Pending' (Current Status). Below the table is a pagination control showing '1 item' and 'Show 10 per page'. The main section is the 'Accounts Dashboard', which includes an 'In Scope' search bar and a table with columns: Account Name, Account ID, Credit Limit, Current Balance, Available Spend, and Available Credit. The table lists one account: 'SUSIE CARDHOLDER' with Account ID '8361', Credit Limit '25,000.00', Current Balance '73,811.95', Available Spend '(33,223.60)', and Available Credit '(48,811.95)'. A dropdown menu is open over the '8361' Account ID, showing two options: 'View Full Details' and 'View Auth Log'. Red arrows point from the 'View Auth Log' option to the '8361' Account ID in the table.

2. This Authorization log will show all recent transactions on the card, whether approved or declined. If the transaction was declined, it will list the reason why...

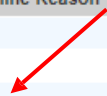
Authorization Log - Susie Cardholder (8361)

Current Balance: 73,811.95

ATM Cash Limit: 0.00

Available Funds: (33,223.60)

	Date	Merchant Name	MCC	Amount	Result	Decline Reason
+	11/12/19 20:02:30 EST	BOB'S BIKES	1234	\$123.40	Authorized	
+	11/12/19 20:02:30 EST	BOB'S BREADS	1234	\$123.40	Reversal	
+	11/12/19 20:02:30 EST	BOB'S BUICKS	2345	\$12.34	Declined	Overlimit
+	11/12/19 20:02:30 EST	BOB'S BOOKENDS	3456	\$1.23	Declined	CVV mismatch
+	11/12/19 20:02:30 EST	BOB'S BOCCONCINI	4567	\$1,234.00	Declined	Invalid expiration date
+	11/12/19 20:02:30 EST	BOB'S BIKES	1234	\$123.40	Authorized	
+	11/12/19 20:02:30 EST	BOB'S BREADS	1234	\$123.40	Reversal	
+	11/12/19 20:02:30 EST	BOB'S BUICKS	2345	\$12.34	Declined	Overlimit
+	11/12/19 20:02:30 EST	BOB'S BOOKENDS	3456	\$1.23	Declined	CVV mismatch
+	11/12/19 20:02:30 EST	BOB'S BOCCONCINI	4567	\$1,234.00	Declined	Invalid expiration date



79 items

Show 10 per page

Page: 1 of 8

OK

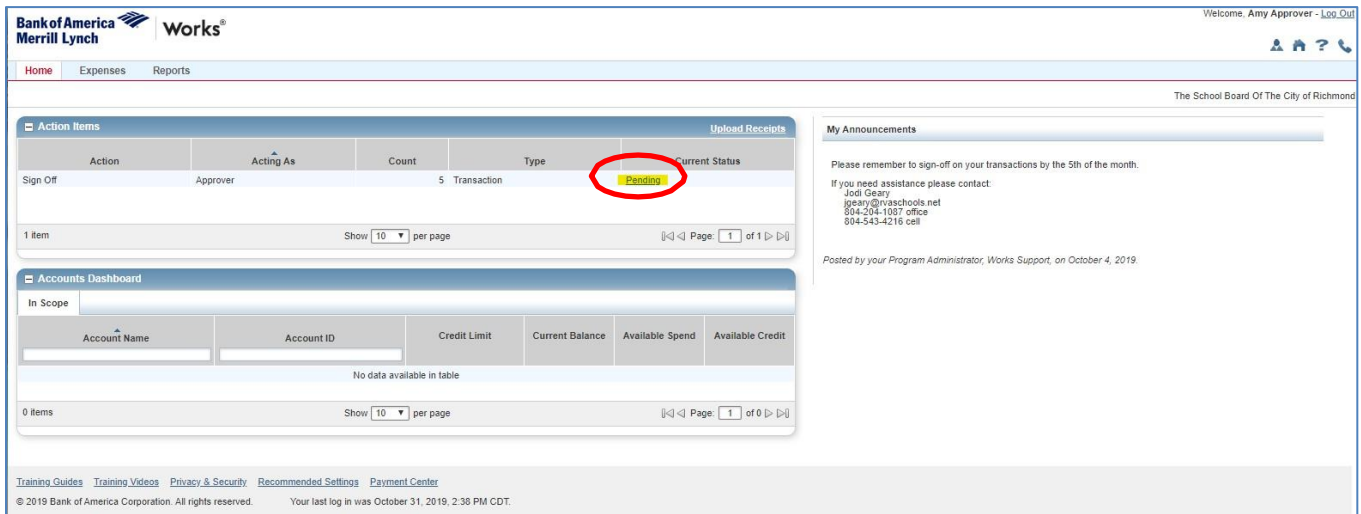
# DETAILED APPROVER TASKS IN WORKS

No later than the 7th day of the month, all Accountholders should have allocated their transactions, attached receipts, and signed-off in Works. Once the Accountholder has completed their required steps in Works, the transactions will then show up on your list of transactions to approve.

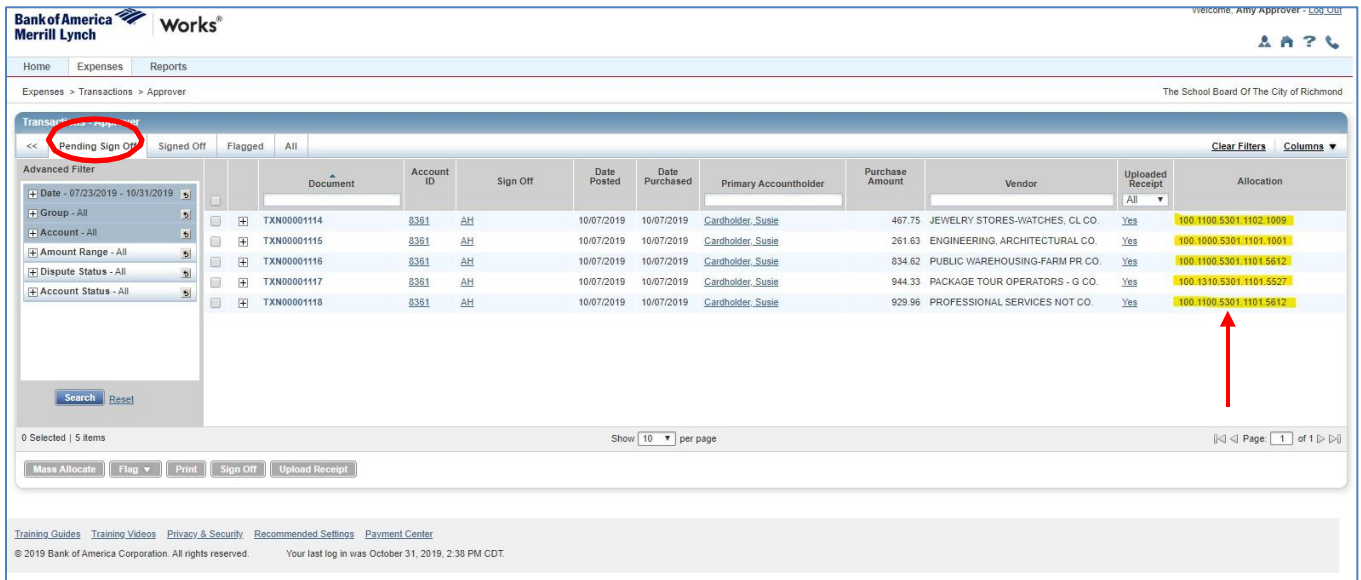
Since you are ultimately responsible for spending at your location, it is crucial that you review your location's transactions & receipts carefully to ensure that they comply with School Board policy and support the mission of Richmond Public Schools.

## Verify Allocation Codes

1. Log in to Works and click the blue "Pending" link:



2. A list of all transactions that are pending your review/approval will be displayed on the "Pending Sign-Off" tab:



3. For each transaction listed, review the allocation codes that the Accountholder assigned. If you need to make changes to the account codes, please see the Allocation instructions that begin on Page 16.

## Review Receipts

If all allocation codes are correct, the next step is to review each receipt.

1. From the “Pending Sign Off” tab in Works, click the YES link in the “Uploaded Receipt” column to view each receipt:

The screenshot shows the Bank of America Works interface. The user is logged in as Amy Approver. The page displays a list of transactions under the 'Transactions - Approver' tab. The 'Uploaded Receipt' column is highlighted with a red circle, and the 'Yes' link in the first row is also circled. The table contains the following data:

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt	Allocation
TXN00001114	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	467.75	JEWELRY STORES-WATCHES, CA CO	Yes	100 1100 5301.1102.1009
TXN00001115	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	261.63	ENGINEERING, ARCHITECTURAL CO.	Yes	100 1000 5301.1101.1001
TXN00001116	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	834.62	PUBLIC WAREHOUSING-FARM PR CO	Yes	100 1100 5301.1101.5612
TXN00001117	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	944.33	PACKAGE TOUR OPERATORS - G CO.	Yes	100 1310 5301.1101.5527
TXN00001118	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	829.96	PROFESSIONAL SERVICES NOT CO.	Yes	100 1100 5301.1101.5612

2. On the screen that pops up, click the “View PDF” button:

The screenshot shows a receipt review screen for document TXN00001114. The receipt details are as follows:

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
10/07/2019	Cardholder_Susie		bofa	32.8 KB		TXN00001114

The 'View PDF' button is circled in red.

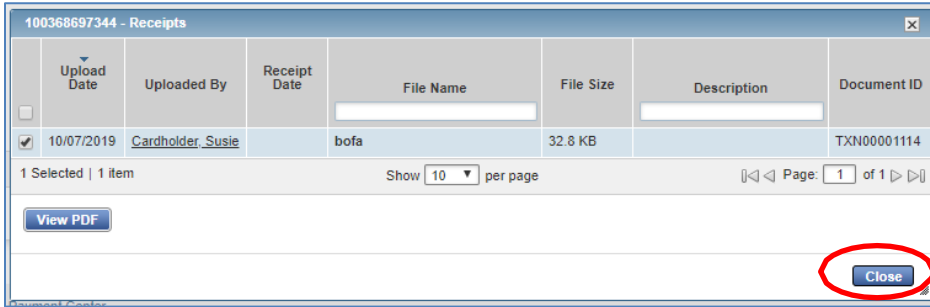
3. The receipt will be displayed:

The screenshot shows a Dunkin' Donuts receipt for a drive-thru order. The receipt details are as follows:

Welcome to Dunkin' Donuts PC 355235  
10/27/2019 1:23:35 PM  
Drive-Thru  
Order: 471  
Register: Tran Seq No: 338471  
CASH/\*\*\*\*\*  
1 Donut w/ Original Frosting 2.49  
3 Cream  
1 Donut 1.19  
1 Strawberry Soft Fries 1.59  
Sub Total: \$5.37  
Tax: \$0.98  
Total: \$6.35  
Receipt Total: \$6.35  
Change \$0.00  
DOR Card  
Card No: (+) 6106687082XXXX  
Terminal: 8760022020  
Approval: 37158  
Balance: \$ 4.81  
We Payback Points Earned 27  
Total DOR Points Balance 126  
Support Code 1070090  
You are 24 points away from earning a Free Beverage to any \$10. Thank you for being a valued DOR Member!  
\*\*\*\*\*  
Tell us about today's visit at www.dor.com at 1-800-333-3333  
RECEIVE A FREE CLASSIC DONUT on your next visit when you purchase a Medium or Larger Beverage Survey Code: 4704-2526-1510-2799  
Enter Validation Code:  
See Post-Visit on www.dor.com  
Visit DunkinDonut.com for product offers and more. Enter Code 820257  
\*\*\*\*  
www.DOR.com



- Check to make sure the receipt matches the transaction date, total, and vendor. If the receipt matches, you can click the “Close” button and move on to the next transaction receipt:

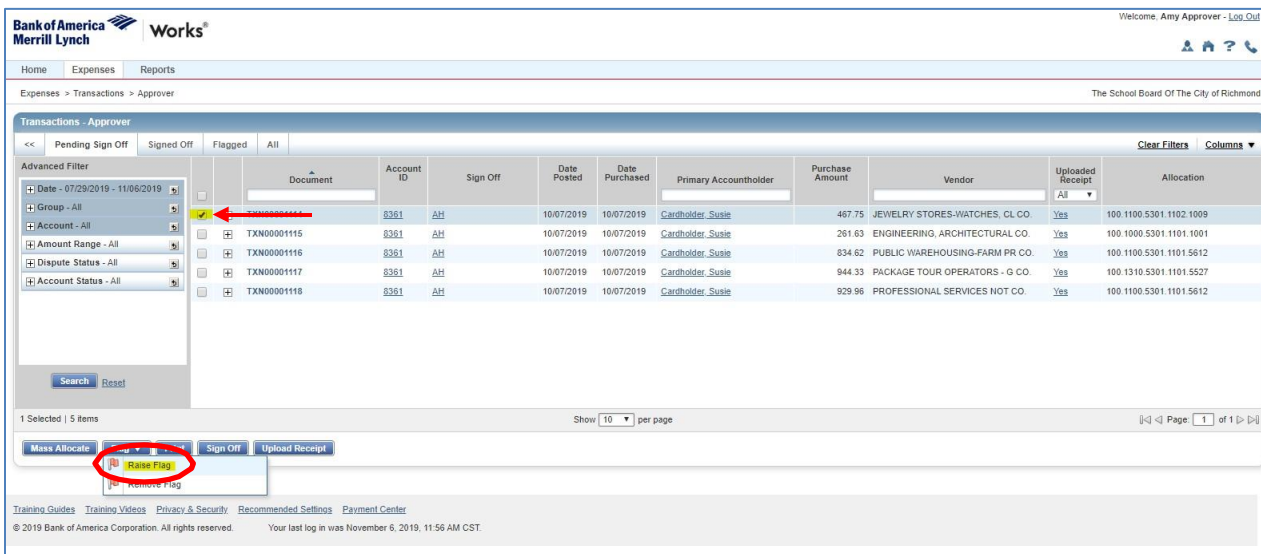


- If the receipt does not match, or if additional supporting documents are needed, you can flag the transaction and it will be sent back to the Accountholder for correction. See instructions in next section.

### Flag Transaction for Correction by Accountholder

If the receipt is incorrect or if more supporting documents are needed, you can flag the transaction and it will be sent back to the Accountholder for correction.

- From the “Pending Sign Off” tab in Works, click the check box next to the appropriate transaction. Press the “Flag” button at the bottom of the screen and then click “Raise Flag”:



- In the “Confirm Raise Flag” screen, type the reason why the transaction was flagged, and then press the “OK” button:



3. The transaction will go back to the Accountholder for correction. Once the correction has been made, you should re-verify the allocation codes & receipt.

## Sign-Off on Transactions

Once you have verified all transactions, allocation codes, and attached receipts, the final step is to sign-off on the transactions in Works.

1. From the “Pending Sign Off” tab in Works, click the check box next to appropriate transaction that you want to sign-off. Then press the “Sign Off” button at the bottom of the screen:

The screenshot shows the Bank of America Works interface. The user is logged in as Amy Approver. The navigation menu includes Home, Expenses, and Reports. The current view is 'Expenses > Transactions > Approver'. The 'Transactions - Approver' window is open, showing a list of transactions. The 'Pending Sign Off' tab is selected. The table has columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Uploaded Receipt, and Allocation. The first transaction is selected with a checkmark. At the bottom of the screen, the 'Sign Off' button is circled in red.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt	Allocation
TXN00001115	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	467.75	JEWELRY STORES-WATCHES, CL CO.	Yes	100.1100.5301.1102.1009
TXN00001116	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	261.63	ENGINEERING, ARCHITECTURAL CO.	Yes	100.1000.5301.1101.1001
TXN00001117	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	834.62	PUBLIC WAREHOUSING-FARM PR CO.	Yes	100.1100.5301.1101.5612
TXN00001118	8361	AH	10/07/2019	10/07/2019	Cardholder_Susie	944.33	PACKAGE TOUR OPERATORS - G CO.	Yes	100.1310.5301.1101.5527
						929.96	PROFESSIONAL SERVICES NOT CO.	Yes	100.1100.5301.1101.5612

2. In the “Confirm Sign Off” box, type a comment stating, “Transaction Verified (date)” and then press the “OK” button at the bottom of the screen:

The screenshot shows the 'Confirm Sign Off' dialog box. The 'Sign off 1 transaction(s)' message is displayed. The 'Comments' field contains the text 'Transaction Verified 11/6/19'. The 'OK' button is circled in red.

3. Repeat these steps for each transaction that needs to be signed-off.

## Review and Sign the RPS Reconciliation Report

Sign, Print your Name, and Date the RPS Reconciliation Report. **These signed reports and the attached receipts/supporting documents should be kept at your location for five (5) years.** After five (5) years, they can be disposed of in accordance with the Virginia Law Library requirements that can be found at [https://www.lva.virginia.gov/agencies/records/sched\\_local/GS-02.pdf](https://www.lva.virginia.gov/agencies/records/sched_local/GS-02.pdf).

## Approver/Reviewer Checklist

Step	Document or Application	What to Do
1	RPS Reconciliation packet includes printed RPS Reconciliation Report, receipts, credit slips, support documentation, and special signatures if applicable.	Receive the printed RPS Reconciliation packet and electronic transactions from the accountholder with ample time to sign off by the 7 <sup>th</sup> day of each month.
2	RPS Reconciliation Packet	<p>Verify:</p> <ul style="list-style-type: none"> <li>• Report is for correct billing cycle in the header section of the report.</li> <li>• Printed report has been signed by the accountholder. If not, return to accountholder for signature.</li> <li>• Sales tax charged to transactions have been recovered. If they have not been, follow up with accountholder to recover the sales tax.</li> <li>• Valid contract was used for the goods or services.</li> <li>• If a contract was not used, remind accountholder of requirement to seek competition from competitive sources if applicable.</li> <li>• Paid receipt documents are supported by an itemization of the charges. If not, contact the accountholder for correct documentation.</li> <li>• Paid receipts have the following requirements: <ul style="list-style-type: none"> <li>○ An indication the Visa was used for payment, i.e. last four digits.</li> <li>○ Description of goods or services purchased</li> <li>○ Vendor name</li> <li>○ Transaction Date</li> <li>○ Transaction Total</li> <li>○ Balance due = \$0.00</li> </ul> </li> <li>• The purchase is not a split order (<i>multiple purchases from the same vendor for the same or similar commodity within a short period to circumvent the Single Transaction Limit.</i>)</li> <li>• Verify there are no charges as restricted by RPS Procurement Policy.</li> </ul>
3	Bank of America Works	<p>Verify the following:</p> <ul style="list-style-type: none"> <li>• All of the transactions listed on the RPS Reconciliation Report are visible in the Works application under the Pending Sign Off tab.</li> </ul>
4	Bank of America Works	<p>Locate the first transaction or credit you are ready to view in BOA Works</p> <ul style="list-style-type: none"> <li>• Verify accountholder entered contract number in the Comment box if applicable</li> <li>• Verify accountholder entered business reason for the purchase on each transaction in BOA Works.</li> <li>• Verify appropriate budget and subaccount codes are entered for each transaction. <ul style="list-style-type: none"> <li>○ If not, raise a flag on the transaction to return it to accountholder for correction.</li> </ul> </li> </ul>
5	Bank of America Works	Sign off on the transaction electronically.
6	Bank of America Works	Repeat the above steps for each transaction in Works for the cycle.
7	RPS Reconciliation Packet	Document outstanding issues for your file and contact accountholder to have them resolved.
8	RPS Reconciliation Report	Sign and date printed RPS Reconciliation Report.
9	RPS Reconciliation Packet	File all accountholder reconciliation packets in a central location for future reviews and audits. Packets should be kept for 3 years.

## **FREQUENTLY ASKED QUESTIONS & ANSWERS**

---

### **How does RPS benefit from the P-Card Program?**

The P-Card program promotes cost savings by reducing the number of purchase orders and reimbursement requests associated with ordering and paying for supplies and services. By consolidating multiple merchant invoices into one single bill from Bank of America, the number of checks being prepared would also be reduced. Program provides for better control over purchases because spend data can easily be accessed.

### **In what ways does an Accountholder/location benefit from using the P-Card?**

P-card purchases simplify and expedite the procurement process. When P-Card is used, the Accountholder/location will enjoy reduced paperwork, direct contact with merchants, quick and efficient order processing, faster delivery, and fewer errors.

### **For what types of purchases should the Cardholder use the P-Card?**

RPS policy governs how Accountholders can use the P-Card. The Program Administrator, along with the Approver will determine the types of purchases Accountholders will be authorized to make, as well as the maximum dollar amount for each purchase.

### **What should an Accountholder do if their P-Card is lost or stolen?**

Accountholders must immediately notify the Program Administrator. The Program Administrator will ensure that no unauthorized transactions posted, and then cancel that account and have a new account/card issued.

### **What should the Accountholder do if a purchase is denied?**

Check the Authorization Log in Works or contact the Program Administrator to determine the reason. Accountholder purchase may have exceeded a spending or transaction limit, RPS may have excluded that type of commodity or merchant, or the merchant is not equipped to accept Visa as payment.

### **What should the Accountholder do to change the single purchase or billing cycle limits?**

Spending limits can be adjusted, either permanently or temporarily. These requests are submitted by the Approver directly to the Program Administrator.

### **Will use of the P-Card affect Accountholder credit report?**

No. The P-Card is a corporate liability card and carries no personal liability for Accountholders or authorized users who use the card in accordance with RPS policy.

### **Whom should the Accountholder contact to resolve an error or dispute concerning a purchase?**

The Accountholder should first contact the merchant. Most issues can be resolved between the Accountholder and the merchant. If the error cannot be resolved with the merchant, Accountholder should contact the Program Administrator, who will dispute the charge with Bank of America.

### **Do I need to get a W-9 for a vendor if pay with my P-Card?**

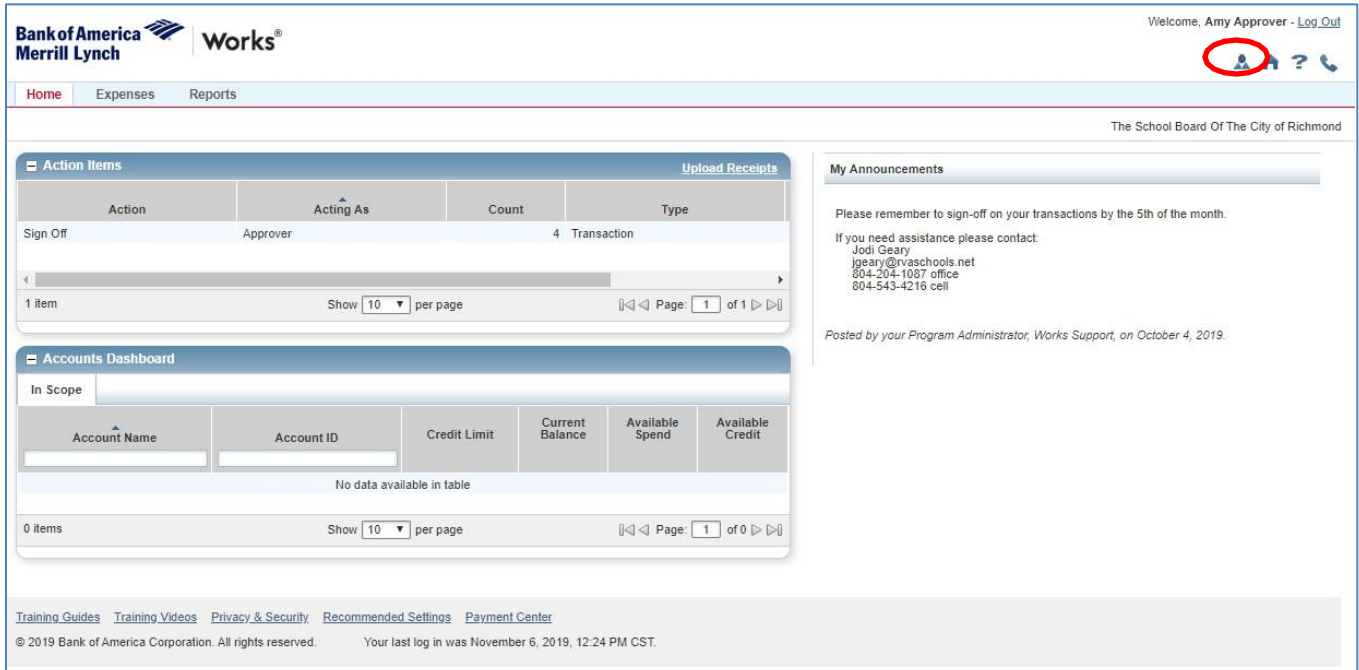
No. RPS makes the payment to Bank of America, not to the individual vendors that accept our P-Cards.

### **How do I get a copy of the ST-12 Tax Exempt Certificate?**

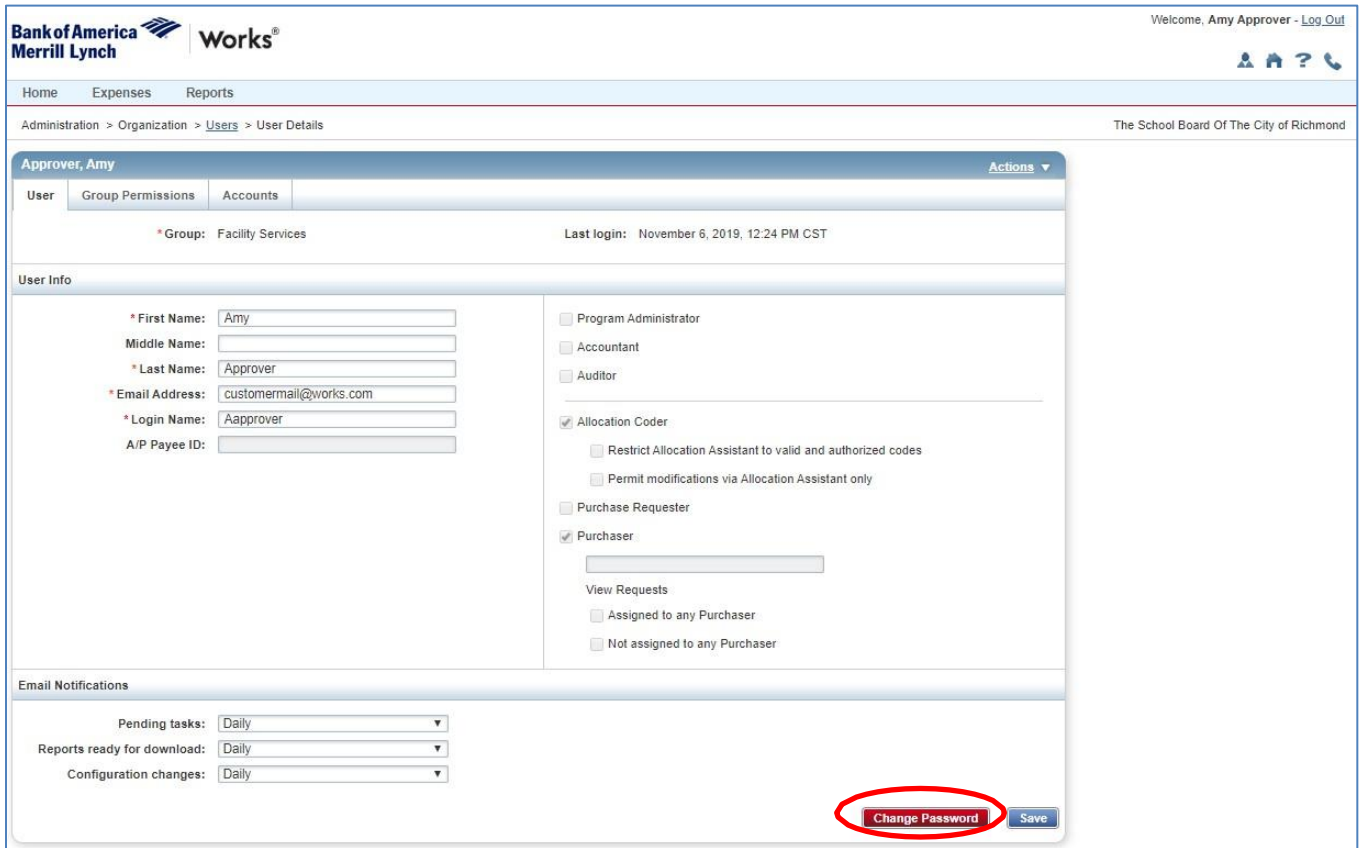
To obtain a copy of the ST-12 tax exempt certificate, please go to the Staff Portal on the RPS Homepage at this link [Staff Portal Link](#), log in, and go to Forms and Resource Library, scroll to "Procurement and Property Management" and the ST-12 is located there for you in the list of available forms for you to print out and use.

# APPENDIX A: CHANGING WORKS PASSWORD

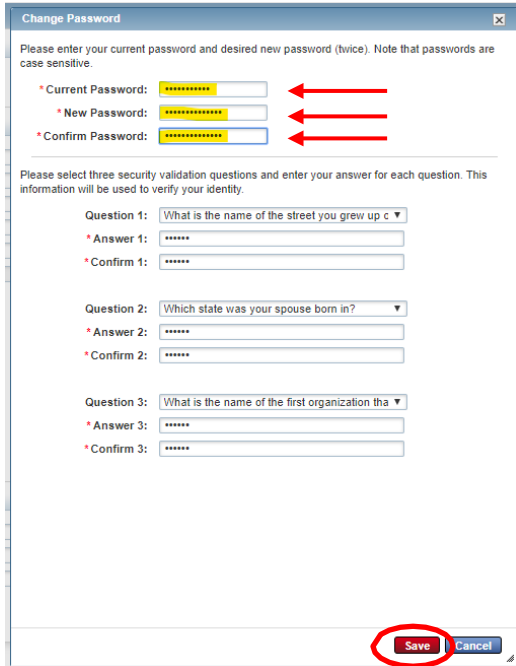
1. To change your Works password, click on the following button from the Home screen in Works:



2. Click the “Change Password” button at the bottom of the screen:



3. Type in your current password, then type and confirm your new password. When finished, press the “Save” button at the bottom of the screen:



The screenshot shows a 'Change Password' dialog box. It contains three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field is followed by a red arrow pointing to the right. Below the password fields are three security validation questions, each with an 'Answer' and 'Confirm' field. At the bottom right, the 'Save' button is circled in red, and the 'Cancel' button is next to it.

If you have any issues updating your password, please contact the Program Administrator

## APPENDIX B: P-CARD FORMS

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The following forms are commonly used for the Purchasing Card Program. *All forms can be found on the Procurement & Property Management intranet site.* Once the appropriate form is fully signed and completed, please return in to the Program Administrator ([tarcher2@rvaschools.net](mailto:tarcher2@rvaschools.net)).

## P-Card Account Maintenance Form

The P-Card Maintenance Form is used to request ALL changes to an existing P-Card. This includes changes to the Location's Approver, spending limit changes, card cancellations, etc.:

### P-Card Account Maintenance Form



Effective Date of Change: \_\_\_\_\_ Last 4 Digits of P-Card Account: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Indicate below **ONLY** the change(s) requested for the P-Card account.

- Temporarily Deactivate Card** Effective Date: \_\_\_\_\_
- Reinstate Deactivated Card** Effective Date: \_\_\_\_\_
- Cancel Card Permanently** Effective Date: \_\_\_\_\_  
Reason for Permanent Cancellation: \_\_\_\_\_
- Issue Replacement Card**  
Reason for Replacement Card (i.e. damaged card): \_\_\_\_\_

#### New Default Allocation Codes:

Fund: _____	Function: _____	Organization: _____	Program: _____	Object: _____
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#### Name Change: (Please Print)

Current Name as Shown on Card: \_\_\_\_\_

Change Name to: \_\_\_\_\_

#### Proxy or Approver Change:

Please Print – The "Proxy" is the person who initially allocates the transactions & uploads receipts in Works. The "Approver" is the Director/Principal who is responsible for final review & approval of all transactions. If only one of the following is to be changed, please fill in the information for **ONLY** the change. I.E. to change only the Proxy, give current proxy and new proxy only.

Current Proxy: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 New Proxy: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Current Approver: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 New Approver: \_\_\_\_\_ Employee ID: \_\_\_\_\_

#### Spending Limit Changes:

Current Transaction Limit: \_\_\_\_\_ New Transaction Limit: \_\_\_\_\_

Current Monthly Limit: \_\_\_\_\_ New Monthly Limit: \_\_\_\_\_

**Signatures:** I authorize the above changes to be made to this P-Card account.

Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Complete, sign, & return to the Program Administrator in Procurement & Property Management.

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## New P-Card Application

New P-Card Application form should be used to request any new P-Card(s) for your location. The signed and fully completed form should be sent to the Program Administrator ([tarcher2@rvschools.net](mailto:tarcher2@rvschools.net)):



### New P-Card Application

Will this card be for a  Specific Individual or for a  Department?

Name on Card: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
School/Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Cardholder Email: \_\_\_\_\_

#### Requested Spending Limits:

For Spending Limit options not listed, please contact the Program Administrator. Starting spending Limit options are:

- Single Transaction: \$1,000 / Billing Cycle Limit: \$5,000 OR
- Single Transaction: \$2,000 / Billing Cycle Limit: \$10,000

Single Transaction Limit: \$ \_\_\_\_\_ Billing Cycle Limit: \$ \_\_\_\_\_

#### Default Allocation Codes:

The allocation codes can be changed in Works for each transaction, if necessary. The defaults should be the accounts where you think the majority of the purchases will be coded. At minimum, the Organization should be filled in. At this time, ONLY General Fund purchases are allowed on a P-Card. No School Activity Fund or Federally-funded purchases.

Fund:	Function:	Organization:	Program:	Object:
100				

#### Reconciler & Approver:

The "Reconciler" is the person who initially allocates the transactions & uploads receipts in Works. This is usually the actual Cardholder. The "Approver" is the Director/Principal who is responsible for final review & approval of all transactions in Works. Both must complete mandatory training with the Program Administrator.

Reconciler Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Approver Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Signatures:** I certify that the above information is correct and that the P-Card will only be used for work-related purchases that support the mission of Richmond Public Schools. I understand that any misuse or abuse may result in disciplinary action, up to and including termination of employment. I agree to notify the Program Administrator if the Account Holder transfers, retires, or resigns so that the card can be cancelled.

Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_  
Director/Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete, sign, & return to the Program Administrator in Procurement & Property Management.**

For Program Administrator Use Only:

- Works  Card Master List  Maintenance Log  Scan to File

Rev. 10/12/2021



## Missing Receipt Form

ALL transactions should have a receipt. If a receipt is lost, you must contact the vendor to obtain a duplicate receipt. ONLY if the vendor is unable to provide a duplicate receipt, please complete this Missing Receipt Form and upload/attach it to the corresponding transaction in Works. Please note that frequent missing/incomplete receipts will result in suspension or revoking of P-Card privileges.

### P-Card Program Missing Receipt Form



Complete form and upload to Works in place of receipt.

I \_\_\_\_\_, have either not received or have lost the receipt from

(vendor name) \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Transaction Date: \_\_\_\_\_

Please use the space below to describe what was purchased & the business reason for the purchase:


I certify that the purchase described above was an approved, work-related purchase, and that it supports the mission of Richmond Public Schools. I understand that I must obtain a receipt for every P-Card purchase. Continued failure to do so may result in loss of P-Card privileges and/or disciplinary action.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# P-Card User Agreement

This form will be completed by the Accountholder, Approver and Program Administrator before any p-card can be used.



## Office of Procurement & Property Management Purchasing Card User Agreement

NAME ON CARD	ACCOUNTHOLDER / RECONCILER NAME	APPROVER NAME
DEPARTMENT/SCHOOL NAME	CARD NUMBER	SINGLE TRANSACTION & BILLING CYCLE LIMIT

### ACCOUNTHOLDER / RECONCILER ACKNOWLEDGEMENT

This agreement outlines the responsibilities for a Richmond Public Schools (RPS) purchasing card (P-Card). Your signature is verification that you agree to accept responsibility for the protection and proper use of the P-card in accordance with the terms and conditions below:

- I understand the P-Card is solely for official business of Richmond Public Schools and is intended to facilitate the payment of goods and services. I understand that I am being entrusted with a valuable purchasing tool (P-Card) and will be making financial commitments on behalf RPS. I will make every attempt to obtain best value on all purchases
- I understand the use of the P-Card for payments not authorized, not in accordance with policies and procedures, or for personal use, could result in personal liability for any improper use. I agree to pay RPS for any transaction deemed personal. I understand the Division may withhold amounts attributable to improper use from any paycheck. I understand improper use of the P-card may be cause for disciplinary action, including termination of employment and possible legal action.
- I understand the P-Card is issued in my name or in the name of my school/department and I am responsible for maintaining the security of the card and card number. I agree that I will not share my card with another individual.
- I have read and understand the RPS Purchasing Card Program Procedures Manual. I understand all purchases must comply with the regulations and policies implemented by RPS in the use of the P-Card.
- I agree to seek prior approval of a purchase from the RPS Procurement Programs Coordinator (Program Administrator) if in doubt about the allowability of the purchase.
- I agree to provide all supporting receipts and required documentation from the vendor for all transactions made on the P-Card. I agree to submit the required documentation, reconcile and sign off within the timeframe required. Failure to report or document any purchase may be deemed an improper use of the P-Card.
- I agree to immediately notify the Program Administrator if my card is lost or stolen.
- I agree to return my P-Card to the Program Administrator upon termination of employment for any reason or if on an extended leave of absence. I also understand that RPS may withdraw authorization to use the P-Card and require the return of the P-Card at any time for any reason.
- I understand my use of the P-Card is subject to monitoring and audit.
- I confirm that I have received training on the proper use of the P-Card. I agree to annually attend training and request additional training as needed.

### APPROVER ACKNOWLEDGEMENT

- I understand and agree to all terms and conditions listed above.
- I understand that I am responsible and accountable for monitoring my location's P-Card activity, reviewing & signing-off on receipts & transactions in Works, and taking prompt action to resolve any potential incidences of improper card use within the timeframe required. Failure to report or document any purchase may be deemed an improper use of the P-Card.
- As the Approver, I will notify the Program Administrator immediately of any suspected misuse or abuse of the P-Card at any time.

SIGNATURE OF ACCOUNTHOLDER / RECONCILER	DATE
SIGNATURE OF APPROVER	DATE
SIGNATURE OF PROGRAM ADMINISTRATOR	DATE

Updated 07/2024

## P-Card Check Out Log

We highly recommend that a p-card check out log is maintained to monitor the usage of the card and ensure that all transactions are deemed proper in accordance to the guidelines set in place.



### P-CARD CHECK-OUT / CHECK-IN LOG

*Make sure NO SALES TAX is charged and that you get/turn in a receipt.*

Date Out	Employee Signature	Purpose	Amount Spent	Date Returned	Employee Initials