

Policies and Procedures  
For  
UMB BANK  
Purchasing Card Program



2024 - 2025

Revised: 07/23/24

# **Purchasing Card Policies and Procedures**

## **Introduction**

The purpose of the purchasing card program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions as well as higher volume, repetitive purchases. The purchasing card can be used with suppliers that accept credit cards as forms of payment and those that will not accept our district purchase orders.

The purchasing card program should result in a reduction in the volume of checks issued by the Accounts Payable Department.

## **General Information**

These policies and procedures provide the general guidelines for using the purchasing card.

Your acknowledgment of accepting the card for use is that you understand the intent of the program and agree to follow the established guidelines. The following important points should be reviewed before using the purchasing card:

All purchases made on the purchasing card must only be yours, and the card should be used for official school district purchases only. You are responsible for the security of the purchasing card and the transactions made with it. If you do not follow these guidelines when using the purchasing card, you could receive disciplinary action, including the possibility of termination.

- You can use the purchasing card at any vendor that accepts credit cards as payment. In most instances, the intended use is for merchandise purchases or hotel payments.
- The purchasing card may only be used to purchase items that are included in a currently approved purchase order.
- You may use the purchasing card to purchase items less than the transaction limit that has been established for your card.
- Use must not exceed the credit limit assigned to your card in a given month.
- All receipts for purchases must be received by the Business Office within three (3) days of each purchase. Activity cards must be returned to the check-out location with detailed receipts the day following the purchase.
- For employee issued cards, the business office will reconcile the statement received from UMB to ensure all charges are accurate. The statement will be reconciled using your receipts, so it is critical that all receipts be submitted in a timely basis.
- For activity accounts, the campus office will reconcile the statement received from UMB to ensure all charges are accurate. The statement will be reconciled using your receipts, so it is critical that all receipts be submitted in a timely basis.
- Receipts are preferred to be the original copy, but an electronic version, such as a scanned or photo copy will also be acceptable. You can also utilize the UMB mobile app to upload them.
- The purchasing card is not intended to avoid, or bypass appropriate purchasing or payment procedures as outlined in Board Policy CH or the Godley ISD Purchasing Manual.

## Duties and Responsibilities

### **Program Administrator (Chief Financial Officer)**

The Program Administrator is designated to oversee the administration of the program. The Program Administrator has a direct relationship with the bank. All new purchasing card requests must go through the Program Administrator. The Program Administrator will answer questions and ensure compliance with fiscal guidelines. The Program Administrator will also issue and evaluate usage reports and monitor card activity online and train new users.

### **Accounts Payable (District Business Office)**

The Accounts Payable team will reconcile the employee issued card's monthly statements and contact cardholders, as necessary, to resolve discrepancies and/or disputed charges.

### **Campus Office Specialist**

The Campus Office specialist will reconcile the activity account card's monthly statements and contact cardholders, as necessary, to resolve discrepancies and/or disputed charges

The district business office will not be responsible for reconciliation or payment of campus issued cards. A separate bill will be provided for each activity account card for verification of purchases.

### **Cardholder**

The cardholder is responsible for following the guidelines in regards to purchases, selection of vendors, and security of the card and submission of receipts. All receipts must be submitted or attached to the receiving copy of a purchase order.

### **Principal or Department Director**

The Principal or Department Director is responsible for designating cardholders and for approving purchasing card POs of cardholders to ensure they are within District Policy. The Principal or Department Director will also assist in monitoring adherence to purchasing card regulations and card limits (if applicable). The Principal or Department Director is responsible for retrieving purchasing cards in the event of termination or change in the employment status of a cardholder under their supervision.

### **Customer Service**

The purchasing card program is serviced using a team approach with the Bank's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist the cardholder with general questions about the purchasing card account. If a card is lost or stolen, the employee should notify Customer Service immediately.

Customer Service:	888-494-5141
Lost or Stolen Card:	855-465-8113
Transaction Dispute:	855-300-6567
Suspected Fraud:	855-300-7260
Activation Line:	855-804-4062

### **Credit Rating & Liability**

The program does not affect your credit rating in any way. The purchasing card program carries corporate, not individual liability.

## **Purchasing Card Controls**

### **Credit Limits**

All activity purchasing cards have monthly cardholder spending limits. Limits may vary for each card and will be established by the Program Administrator in conjunction with the Principal or Department Director. Monthly limits automatically "refresh" each month.

In order to change limits on any card, your Principal or Department Director should forward a request in writing to the Program Administrator. Upon approval, the Program Administrator will then contact the Bank for processing. *Please allow 2 to 3 days to process any changes, if approved.*

### **Transaction Limits**

Your purchasing card will have a transaction limit equal to the approved purchase order. Most campus cards currently have a \$5,000 per month spending limit. Cardholders should not attempt to make a purchase greater than his or her approved amount. The Program Administrator must also handle changes to the transaction limit. Any transaction limit increases should be requested the day prior to the purchase.

### **Restricted Vendors**

For merchandise purchases, the purchasing card program will be restricted for use with certain types of suppliers and merchants. If you present your purchasing card for payment to restricted vendors, the charge will be declined. Do not attempt multiple swipes of the card by the merchant, as this will trigger a fraud alert. Instead, please contact the GISD Business Office.

### **Card Use by Other Individual**

Allowing another employee, student, spouse, or family member to use the card may result in the card being deactivated at the Program Administrator's discretion. The cardholder may be denied card privileges or required to attend training again before being allowed to use a card.

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

Should a problem arise with a purchased item, every attempt should be made to first resolve the issue directly with the supplier. All returns must be reimbursed by credit to the account; cash refunds are prohibited. Credit slips should be submitted in accordance with district guidelines.

### **Security of the Purchasing Card**

The cardholder is responsible for the security of the card. It should not be posted in a work area or left in a conspicuous place. It should be kept in a secure location.

### **Accounts Payable Department Use**

The Accounts Payable Department may use the procurement card to pay monthly bills, when appropriate.

### **Insufficient Budget**

Payments will not be delayed due to insufficient department budgets. If a budget override has to be made in order to make a payment, resulting in an account having a negative balance which is not approved by the Business Office, all cards utilizing the account in question could be deactivated. Repeated budget problems may result in all cards for that account being deactivated at the Program Administrator's discretion.

### **Purchasing Card Receipts**

Always obtain a receipt when using the purchasing card. It is every cardholder's responsibility to ensure there is an original receipt for each purchase. Detailed, itemized receipts must be presented for purchases - the credit card charge slip is not considered adequate documentation.

These receipts will be each cardholder's documentation for the monthly purchasing card charges. After approval by the campus principal or budget secretary, the receipts should be forwarded to the Accounts Payable team. Receipts are preferred to be the original copy, but an electronic version, such as a scanned or photo copy will also be acceptable.

If a receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts. If unable to obtain a receipt, the charges may become the personal responsibility of the cardholder and due to the business office immediately through payroll deduction.

### **Sales and Use Tax**

The District is a tax-exempt entity and does not pay or reimburse Texas sales tax (other than food establishment tax). The cardholder should present a sales tax exemption form when making a purchase. If the cardholder fails to present a sales tax exemption form at the time of purchase and the purchase was eligible for tax exemption, the cardholder may be held personally responsible for the taxes charged.

### **Issuance of Purchasing Card**

Purchasing cards will be centrally distributed through the business office. Cards will be released to cardholders after training and receipt of a signed P-Card Agreement Form.

Campus activity cards must be signed out on the official Procurement Card Log Sheet, upon presentation of an approved Purchase Order or authorization from the Principal or Department Director.

### **Purchasing Card Activation**

The cardholder must call Customer Service to activate the purchasing card before using it. Upon receipt of the card, the cardholder should sign the back of the purchasing card and always keep the card in a secure place. For security reasons, we have opted to use the last four digits of your social security number for initial activation. You may be required to change this to a personal pin number upon activation.

## **Purchase Order Procedures**

### **Purchase Order Entry**

Purchase orders will be issued to UMB as the vendor, with the commodity code, the name of the merchant, and employee making the transaction in the description line.

### **Online Purchases**

Online purchases should only be made when purchase orders will not be accepted by the vendor, and an online purchase is the only option, or to make hotel reservations when the hotel is charging the first night stay at the time of reservation. After the online purchase has been made a receipt should be submitted for the purchase. Ensure the online purchase does not have any recurring costs or automatic renewals that will be charged to the card at a future date, and that no card information is saved for future use.

### **Hotel Charges**

A PO for the hotel reservation must be issued before the event, and a tax-exempt form should be presented upon check-in at the hotel. Any state tax charges should be removed & other unauthorized charges will be paid by the employee prior to final checkout. Parking, city tax and parking tax are allowed. Under the door "quick checkout" notices shall not be used as receipts. Front desk checkout is required to verify proper charges to the district card.

## **Incidentals and Parking**

A PO should include the estimated incidental charge (ex: \$100) that will be placed as a hold on the purchasing card at the time of check in. It will be the responsibility of the employee entering the requisition to include this and any taxes associated with the hotel room.

In addition, the requisition should also include self-parking fees. Valet fees will not be allowed unless it is the only manner in which the hotel offers parking. An employee may chose to valet park the vehicle at their own expense.

## **Meal Charges**

A Purchasing Card may be used to pay Employee Travel meals up to the limit provided. Taxes from food establishments are acceptable, if applicable, and tips will be allowed as long as you do not exceed the total allotment for that given meal. Anything over the GSA (US General Services Administration) per diem rates, as defined in the travel manual, will be the responsibility of the employee traveling (which could include a payroll deduction to recoup overage amounts).

A Purchasing Card may be used to pay Student Travel meals in the same manner as described above, except the Athletic Director has determined the per student fee, instead of GSA rates.

## **Other Purchases**

The Purchasing Card can be used in other circumstances not listed above, but an approved PO is still required before the card can be used. The Chief Financial Officer has the authority and discretion to approve or deny POs for the Purchasing Card based on the merchant being utilized.

## **Loading of Funds**

The Purchasing Card will not work until the funds have been loaded onto your employee card by the district business office. The card should not be used as an emergency option since the card has a \$1 limit at any given time.

As a reminder, you will not be able to utilize your purchasing card until the purchase order has been approved by the Chief Financial Officer and the funds have been pre-loaded onto your card.

## **Examples of Acceptable Purchases**

- Food Supplies for instructional purposes, refreshments for meetings, or student travel
- Classroom Materials/ Books
- Office & Instructional Supplies
- Hotel costs
- Field Trip Merchants
- Tools/ Hardware/ Auto Parts

## **Examples of Unacceptable Purchases**

- Personal use
- Purchases that do not have an approved PO before the purchase is made.
- Cash Advances or gift cards, which function as cash
- Alcoholic Beverages
- Tips

**These examples are for illustration only and are not limited to the items above. When in doubt, please contact the Program Administrator for clarification.**

**7 UfX'9ffcf'UbX'DYfgcbU'FY]a Vi fgYa Ybh**

QÁ@Áç^} Á@Á@Á~!&@e ã \* Á@eá/Á Á&Áq^áÁ!Á[ ^•Á[ Á[ [!Á~^Á Á^æ[ }•Á~•ã^Á-Á@Á  
^ [ ] [ ^^^ÁÁ[ } d [ | Á@Á { ] [ ^^^Á ~•Á^&á~^Áq^Á ] [ çáÁ Á•^ÁÁ^ Á!• [ ] çáÁÁ@Á { Á@Á@Á-Á@Á çá &áÁ  
U-Á^Á^!^Á çá ã \* Á@Á~!&@e ÁÁ Á^ÁÁ^ÁÁ Á^&á~^Á q^Á q^ á~!•^ { ^ } dÁ

QÁ Á áãã çáÁ [ ^•Á [ Á^&á~^Á q^Á q^ ÁÁ ] [ çáÁ Á•^ÁÁ^ Á!• [ ] çáÁÁ@Á~!&@e Á q^ÁÁ^Á }•ã^Á^á  
~} æ çá | á^áÁ çáÁ@Á { ] [ ^^^Á çáÁ [ Á^&á~^Á q^Á q^ á~!•^ { ^ } Á [ { Á@Áá dÁ dÁ

U~!&@e Á çáÁ çáÁÁ^ Á!• [ ] çáÁÁ@Á~!&@e Á q^ ÁÁ [ Á^Á•^ÁÁ^ ÁÁ~ Á-Á@Á~!&@e ã \* Á@eá! | &••ÁÁ Á  
{ [ •ÁÁ& { •çá &•ÁÁ } ] [ ç^áÁUÁ ç^ | áÁÁ^Á { ] | ç^áÁ^!Á@Á~!&@e Á çáÁ çáÁÁ^ Á!&@e dÁ

**Violations & Consequences**

The only person authorized to use the purchasing card is the cardholder whose signed for and checked the card out. The card is to be used for business purposes only. The card is not intended for personal use. If personal purchases are determined to be considered misappropriation of District funds, which is a criminal offense, such activity could be reported to the proper authorities.

Inappropriate use of the card or failure to abide by the Purchasing Card Policies and Procedures will result in revocation of the card and appropriate disciplinary action, including, but not limited to, possible termination of employment.

UçÁ•ÁçÁÁ•Á çáÁ çáÁÁ^ Á@Á} æ çá | á^áÁ~!&@e Á çáÁ çáÁÁ^ Á@ÁÁ^áÁ q^ÁÁ^Á@Á• [ ] •ãã Á-Á  
@Á áãã çáÁ çáÁ q^Á q^ | [ ] d^ Á q^ á~!•^ Á@Á@Á~!&@e çá çá [ | Á^á &çá } dÁ

Failure to adhere to these guidelines can be, but will not be limited to the following:

- 1st Violation** - Verbal warning and re-training of procedures.
- 2nd Violation** - Written warning and temporary loss of use of P-Card.
- 3rd Violation** - Written warning and permanent loss of use of P-Card.

Depending on the severity of a violation, the escalation of disciplinary action is not limited to the violation guidelines above, and may include other adverse action as deemed appropriate by the District, up to and including termination.

**8 ]g]f]W]7 cb]U]W]g**

7 \ ]YZ: ]bUb]U`CZ]W]f  
U] ^} &^! Á@çá  
• ] ^} &^! áççá O \* [ á|^ á áÈ ^c  
ì F] È JGÈ GÈH

**8 ]g]f]W]6 i g]bYgg`CZ]W]W**  
Tanya Bohannon  
tbohannon@godleyisd.net  
817-592-4188

Brandi Stuck  
brandistuck@godleyisd.net  
817-592-4161