



PROCUREMENT SERVICES

Purchasing Card (P-card) Program

Policy and Procedures Manual

Adopted January 1, 2024

Manual Amendments

Amended 1 - September 1, 2024: (Page 5 Per Transaction Limit)

The single transaction limit was increased from \$2,500 to \$5,000 for all Cardholders.

Amendment 2 - April 21, 2025: (Page 5 Per Transaction Limit)

The single transaction limit was increased from \$5,000 to \$10,000 for the following positions. The total credit limit was increased from \$25,000 to \$35,000 for the following positions. The District will not require an additional Level I Certification of Acceptance (COA) for the following positions. Superintendent, Assistant Superintendent of Finance and Operations, Assistant Superintendent of Academic Innovation, Director of FDJ Technology Center, Director of Technology, Director of Operations.

Amendment 3 – April 21, 2025: (Page 10 Missing Receipts)

If the receipt has been lost and a duplicate cannot be obtained, the DPA can allow the use of a Missing Receipt Form. A single Cardholder can use the Missing Receipt Form no more than five (5) times in one (1) fiscal year. The use of a Missing Receipt Form three (3) times in one (1) fiscal year will require the re-training of the Cardholder and their Bookkeeper on P-card policies and procedures. The use of a Missing Receipt Form five (5) times in one (1) fiscal year will require the re-training of the Cardholder and their Bookkeeper on P-card policies and procedures. The use of a Missing Receipt Form more than five (5) times in one (1) fiscal year may result in the suspension of P-card privileges for up to six (6) months.

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DISTRICT POLICY – Code DGD Issued 8/23 Adopted 8/8/23

The District may obtain bank issued credit cards solely for the purpose of conducting business on behalf of the District and its students.

In consultation with the Board, the Superintendent will determine which employees will be issued or provided use of District credit cards. The District will instruct employees regarding the use of District credit cards prior to issuance.

Employees in possession of a District credit card must take reasonable precautions against loss, theft, or damage. If an employee loses a District issued credit card, the employee must immediately report the loss or theft of the credit card to the appropriate financial institution and to the Superintendent or his/her designee.

Employees will return the District issued credit cards to the District upon separation of employment. If the credit card was issued to an employee for a prescribed period of time, then the employee will return the credit card to the District at the end of the time period.

The Superintendent will establish a process consistent with Board policy to regulate the use of credit cards and credit card accounts. This process will include procedures for the recovery of District funds for any unauthorized purchases.

Personal purchases on District credit cards are prohibited. Unauthorized charges made by employees to District credit cards may result in disciplinary action.

Employees in violation of this policy will be subject to disciplinary action, up to and including termination, and may be referred to law enforcement officials, as appropriate, consistent with policy *GBED, Staff Conduct*.

PURPOSE

Use of a purchasing card (P-card) will reduce the administrative costs associated with small dollar purchases of goods and services for the District. Use of a P-card will streamline the procurement process for small dollar purchases of goods and services for the District. Use of a P-card will provide rebate for small dollar purchases of goods and services for the District. Use of a P-card will enable approved employees to acquire small dollar purchases of goods and services directly from vendors online, by phone, or in person. Use of a P-card will provide an effective financial tool for disaster recovery plans for the District.

PROVIDER

The Purchase Card (P-card) Program uses a VISA® P-card issued by Bank of America (BOA), pursuant to a contract awarded to Bank of America by the Division of Procurement Services with the assistance from the Comptroller General's Office. The Bank of America P-card is the only purchasing card program contracted with the Division of Procurement Services (DPS) for the purchase of small dollar goods and services.

A Cardholder will be issued a single purchase card (P-card). The P-card will have the Cardholder's name embossed on it. In accordance with Card Issuer regulations and District P-card policy, the P-card may only be used by the Cardholder or their designee. The P-card does not impact an employee's personal credit rating.

Participants of this contract are required to use the WORKS™ Payment Manager System (WORKS) provided by Bank of America. WORKS will be used for card administration, Cardholder monthly bank statement reconciliation, and electronic transaction authorizations (sign-offs).

Bank of America will bill the District monthly for P-card purchases. Bank of America will provide the District P-card transaction dispute and fraud protections. Bank of America will provide the District a key financial tool for effective Disaster Recovery plans.

Bank of America Card Services (888)-449-2273.

PER TRANSACTION LIMIT

Employees may not use the purchase card (P-card) for any purchase exceeding \$5,000. The \$5,000 per transaction limit must include all applicable freight and sales tax. Under no circumstances shall an employee split a purchase into two or more transactions to keep the transactions under \$5,000.

- Refer to Manual Amendment 2 on page 2

Deviation:

Provided general Procurement guidelines are followed, a Cardholder may request a single transaction greater than \$5,000 but not to exceed \$10,000. The Cardholder must submit a Request for P-card Deviation form to the District Program Administrator for review and approval prior to using the P-card. The Request for P-card Deviation form can be accessed by visiting the [Forms](#) section of the Procurement website or by visiting the **FORMS** section of this manual. The Request for P-card Deviation form will require the following information.

- Cardholder's name
- Vendor's name
- Total amount of the purchase including applicable freight and taxes
 - Vendor quote or invoice
- Justification for the increase

The District Program Administrator will maintain a log of all approved limit increases and denied requests. Per audit standards, once the approved transaction posts in the WORKS system the per transaction limit must be returned to \$5,000 within the WORKS system. The dates of an approved STL increase and its offsetting STL decrease will be maintained in the DPA's log.

PROHIBITED PURCHASES

The use of a District P-card for the following purchases is prohibited.

- Personal purchases of any kind
- Alcoholic beverages
- Tobacco products
- Entertainment
- Professional services such as Engineers, Architectures, Consultants
- Gift cards, calling cards, gift certificates, prepaid cards or similar products
- Cash advances of any form
- Payment to officials for athletic events
- Clothing or other related items not imprinted with the District or school logo for employees
- Fuel for State owned vehicles
 - A State Fuel Credit Card Program is available
- To make payment on an "open" account maintained with vendors. The P-card shall only be used to pay one transaction at a time and cannot be used to pay the accumulated balance of an account.
- Payment of state or local taxes to the Department of Revenue

REQUESTING A P-CARD

A Request for P-card form must be completed by the Cardholder and approved by the Superintendent or their designee. The Request for P-card form can be accessed by visiting the [Forms](#) section of the Procurement website or by visiting the **FORMS** section of this manual.

Level I Training for the approved Cardholder is required prior to issuance of a P-card. Level I training permits purchases up to \$5,000 per transaction. Level I training shall include State P- card policy, District P-card policy, and relevant forms. Level I trainees will receive a Certification of Acceptance (COA), confirming their agreement to abide by established policies and procedures. The Cardholder's COA will reference the date of their Level I training, their single transaction limit and the total credit for the card. The COA form can be accessed by visiting the [Forms](#) section of the Procurement website or by visiting the **FORMS** section of this manual.

- Refer to Manual Amendment 2 on page 2

ROLES AND RESPONSIBILITIES

District Program Administrator:

District Procurement Manager will serve this role. Responsibilities include but are not limited to:

- Serve as Liaison between the District, Bank of America, the Department of Procurement Services and the Office of Comptroller General.
- Develop internal procedures compliant with State and District P-card Policy.
- Review the State and District Policies and Procedures annually.
 - Update P-card Manual accordingly.
- Issue a P-card or a replacement P-card to an approved employee.
 - Provide and document Level I training
 - Ensure Certificate of Acceptance is on file.
- Move approved cards to and from Emergency Status during a State of Emergency or a natural disaster.
 - Provide Level II training
 - Ensure Certification of Understanding of Level II Authority is on file.
- Suspend or cancel a card upon:
 - Termination of a Cardholder.
 - Transfer of an employee to a position not approved for a P-card.
 - A P-card is reported lost, stolen or compromised.
 - Misuse, abuse or fraudulent use of a P-card is determined.
- Perform audits and routine reviews of transactions.
- Investigate possible misuse, abuse, or fraudulent use of a P-card.

- Report finding(s) to the Superintendent's designee and Human Resources if deemed necessary.
- Verify Cardholders/Bookkeepers have allocated budget and have signed off on P-card charges within the WORKS system timely.
- Batch and export P-card transactions from the Bank of America WORKS system into the District's financial system, Smart Fusion.
- Collaborate with District Accounts Payable ensuring payment of the monthly master bill.
- Report any reconciling items for each month's statement to the Superintendent's designee.
- Perform monthly use tax audit on card purchases.
 - Collaborate with District Accounts Payable and Accounting Manager to submit captured use tax and impact Smart Fusion accordingly.
- Receive, review, approve or deny all Cardholder/Bookkeeper requests for Deviation from the \$5,000 per transaction limit.

Cardholder:

A Cardholder is a de facto purchasing agent for the State and the District. Cardholder responsibilities include:

- Complete Level I training and complete the Certificate of Acceptance form.
- If approved, complete Level II training and complete the Certificate of Understanding of Authority form.
- Adhere to State and District P-card policies and procedures.
- Ensure the P-card is used for legitimate District purchases only.
- Secure the P-card at all times.
 - The Cardholder may allow their Bookkeeper to secure their card.
- Assigning a Bookkeeper to their P-card.
- Ensure available budget and available credit balance prior to attempting a purchase.
- Ensure that an audit trail for P-card transactions is maintained at their location.
 - Provide their Bookkeeper with original receipts and/or invoices for all purchases.
 - Provide their Bookkeeper with approval for all purchases.
- Ensure that any employee entrusted with their P-card follows State and District P-card policies and procedures.
- Maintain a P-card sign out/sign in log for every purchase not made by the Cardholder or by their Bookkeeper.
 - Cardholder may allow their Bookkeeper to maintain their sign out/sign in log.
- Ensure any applicable credit received from the vendor is applied back to the P-card.
- Immediately report a lost, stolen or compromised P-card to the Bank, District Program Administrator and to their Bookkeeper.
 - Bank of America Card Services (888)-449-2273

- Immediately report any disputed or fraudulent charges to the Bank, District Program Administrator and to their Bookkeeper.
 - Bank of America Card Services (888)-449-2273

Bookkeeper:

A Bookkeeper is the designee for the Cardholder. Bookkeeper responsibilities include:

- Adhere to State and District P-card policies and procedures.
- Ensure the P-card is used for legitimate District purchases only.
- Monitor transactions routinely.
- Secure the P-card at all times.
- Maintain a P-card sign out/sign in log for every purchase not made by the Cardholder or by the Bookkeeper.
- Audit and then maintain original receipts, invoices, or supporting documentation for all purchases.
- Document appropriate budget account on the receipt, invoice, or supporting documentation.
- Enter appropriate budget account into the Bank of America WORKS system.
- Sign Off on transactions in the Bank of America WORKS system.
- Review the monthly bank statement and match each transaction on the statement to the appropriate receipt, invoice, or supporting documentation.
- Notify District Program Administrator of any non-allowable transactions identified.
- Assisting in resolving and reporting on disputed transactions.
- Participate in monthly use tax audit of statement transactions.

COMPLIANCE – SPECIFIC

Independent Audit

York School District One is audited annually by an independent audit firm. State Fiscal Accountability Authority (SFAA) Agreed Upon Procedures for School District Procurement Systems are the standards utilized for the annual independent audit.

Documenting Level I and Level II Training

Once Level I training is completed, a Cardholder will receive a hardcopy of their Level I Certificate of Acceptance (COA). Once Level II training is completed, a Cardholder will receive a hardcopy of their Level II Certificate of Understanding (COU). The District Program Administrator (DPA) will maintain a hardcopy and a softcopy of all Level I COA and Level II COU documents.

- Refer to Manual Amendment 2 on page 2

Use Tax

Transactions are audited for appropriate sales tax. When applicable sales tax is omitted, the District pays the omitted sales tax directly to the SCDOR in the form of use tax. The DPA or their designee will audit P-card transactions for applicable tax monthly. Transactions requiring use tax are flagged within the BOA WORKS system by the DPA. The DPA generates an itemized use tax report from the WORKS system. The DPA maintains a hardcopy and a softcopy for audit purposes. For payment purposes, a softcopy of the monthly use tax report is emailed by the DPA to the District Accounts Payable email at AP@york.k12.sc.us

P-Card Statement Certification

The District Program Administrator uploads each monthly statement to the District's Transparency webpage. Uploading the monthly statement confirms for Accounts Payable that the statement has been reviewed and may be paid. Click the link below to view the District's Transparency page, [Transparency](#).

Missing Receipts

The District is not liable for any purchase that is missing the receipt, invoice, or proper supporting documentation. The District reserves the right to ask for personal payment if the necessary receipt, invoice, or proper supporting documentation is not available upon reconciliation of the monthly charges. If the receipt has been lost and a duplicate cannot be obtained, the DPA can allow the use of a Missing Receipt Form. A single Cardholder can use the Missing Receipt Form no more than five (5) times in one (1) fiscal year. The use of a Missing Receipt form three (3) times in one (1) fiscal year will require the re-training of the Cardholder and their Bookkeeper on P-card policies and procedures. The use of a Missing Receipt form five (5) times in one (1) fiscal year will require the re-training of the Cardholder and their Bookkeeper on P-card policies and procedures. The use of a Missing Receipt form more than five (5) times in one (1) fiscal year may result in suspension of P-card privileges for up to six (6) months.

Federal Documentation

When using federal grant funds, supporting documentation for the purchase is uploaded and attached to the applicable charge within the Bank of America WORKS system.

MCC Codes

York School District One is in Group C. The required use of MCC codes does not apply to Group C participants. The District will utilize the MCC codes associated with prohibited purchases referenced on page 5. MCC codes are established within the BOA WORKS system by the DPA. Established MCC codes will prevent vendors from charging prohibited purchases to a District P-card.

Inactivity of a P-card

The DPA maintains a spreadsheet of District Cardholders. The DPA emails Cardholders their

monthly statement the business day after the bank cut-off date. Prior to emailing Cardholders, the DPA reviews all Cardholder statements for any inactivity. The DPA will investigate periods of inactivity for any Cardholder. In addition, District Human Resources notifies the DPA of any need to temporarily inactivate a card, FMLA as an example.

Adding a P-card to an online account

Adding a District P-card to an online account is prohibited.

Credits

Vendors will issue all credits to the individual P-Card account for any item(s) they have agreed to accept for return. The vendor credit must appear on the same or subsequent statement. Under no circumstances shall a Cardholder/Card User accept cash in lieu of a vendor credit to the P-Card.

Travel

The District allows P-Card to be used for District travel. Food per diems apply to employee food purchases while on District travel. As a result, use of a P-card for employee food purchases while on District travel is not allowed.

Food

The District allows P-Card to be used to purchase food for on-site and off-site professional development events, on-site and off-site staff motivational events.

There are specific travel guidelines applicable to food and federal grants. Click the link below to view these specific guidelines.

[Food and Federal Grants.](#)

P-CARD VIOLATIONS

Per District policy, employees in violation of policy and procedures are subject to disciplinary action, up to and including termination, and may be referred to law enforcement officials, as appropriate, consistent with policy *GBED, Staff Conduct*.

The severity of the violation will determine what course of action will be taken by the District. The District may determine to inactivate or suspend a Cardholder's purchase card for a period of time, require reimbursement of charges, or both. The District may determine to revoke a Cardholder's P-card privileges resulting in cancellation of their P-card. For more severe violations, the District will follow other actions consistent with policy *GBED, Staff Conduct*.

DISASTER RECOVERY

When a State of Emergency has been declared, or during a time of a natural disaster, the District Program Administrator (DPA) may move approved P-cards to Emergency Status. The Superintendent or the Assistant Superintendent of Finance and Operations will direct the DPA to move approved P-cards to Emergency Status. As soon as practical, the DPA shall notify the Department of Procurement Services (DPS) of those P-cards that have been assigned to Emergency Status.

During Emergency Status, the single transaction limit is in excess of \$10,000 for the purposes or responding to the emergency. Cardholders shall document every approval and purchase made. During Emergency Status, the Superintendent or the Assistant Superintendent of Finance and Operations will approve purchases made. Once the emergency is declared over, P-cards moved to Emergency Status shall be promptly returned to normal status and normal per transaction limits.

Approved Cardholders will receive Level II training. Level II training permits purchases exceeding the \$10,000 no compete threshold during a disaster recovery or a State of Emergency. Level II trainees will receive a Certification of Understanding (COU), confirming their agreement to abide by established policies and procedures. The Cardholder's COU will reference the date of their Level II training. The COU form can be accessed by visiting the [Forms](#) section of the Procurement website or by visiting the **FORMS** section of this manual.

FORMS

Click the link below for P-card forms.

[P-card Forms](#)