



Purchasing Card (PCard) Handbook

CARD IS NOT FOR PERSONAL USE

PCard Support: purchcardpt@jeffco.k12.do.us

Table of Contents

- Background – p. 3
- Key Contacts – p. 3
- Cardholder Role & Responsibilities – p. 4, 5, 6
- Reconciler Role & Responsibilities – p. 6, 7
- Approver Role & Responsibilities – p. 7, 8
- Liability Information – p. 8
- Prohibited Transactions – p. 8, 9
- Violations & Consequences – p. 9, 10
- Inappropriate Purchases – p. 10
- Grant Fund Expenditures – p. 10, 11
- Central Contracts – p. 11
- PCard Usage While Traveling – p.11
- Meals and Refreshments – p. 11
- Gift Cards for Students – p. 11, 12
- Accounts & Memberships – p. 12
- Possible Reasons for Transaction Decline – p. 12, 13



BACKGROUND

Welcome to Jeffco Public Schools Purchasing Card (PCard) Program. This program allows employees to more efficiently and effectively execute small-dollar purchases. The PCard program is designed to enhance the current purchasing process.

The PCard reduces the administrative work and delays associated with processing small-dollar purchases totaling \$3,500 or less (depending upon individual single spend limit). The District PCard Program delegates appropriate levels of authority to purchase small-dollar items directly to the person to whom it matters most.

Jeffco Public Schools employees must have continued active employment status in the department requesting the PCard to retain it.

KEY CONTACTS

Strategic Sourcing, PCard Team

Phone: (303) 982-6750

E-mail: purchcarddpt@jeffco.k12.co.us

US Bank Customer Service

(800) 344-5696

LOST OR STOLEN CARDS MUST BE REPORTED IMMEDIATELY

Cardholders must immediately contact US Bank, at 1-800-344-5696 to report a lost or stolen card.

Your school/department has full liability for all purchases made before a card is reported lost or stolen. A new card will be issued by the bank and will be mailed directly to the Cardholder at the address on file with the bank.

REPORT DISPUTED TRANSACTIONS IMMEDIATELY

An attempt should always be made to resolve the dispute with the merchant, if possible, prior to reporting the dispute or compromised card to the bank. The Cardholder is responsible for contacting US Bank to initiate the dispute process. A dispute can be processed via the phone. US Bank Phone: 1-800-344-5696.

PURCHASING CARD ROLES & RESPONSIBILITIES

THE CARDHOLDER - A person issued a PCard to make District purchases that are allowable by the Approving Official and District Purchasing Policy.

Cardholders are assigned the appropriate delegation of authority to make purchases for District business purposes. Cardholders are accountable for using the PCard. **Cardholders abusing the PCard privileges may also be subject to disciplinary action.** Unauthorized purchases may be considered personal purchases and are the responsibility (liability) of the PCard holder.

CARDHOLDER MANDATORY ROLES AND RESPONSIBILITIES

- **PCard Activation**

Activate the card by calling 1-800-344-5696. You will need to confirm the following prompts to complete the activation process:

- 16-digit account number (PCard Number)
- Zip code of the statement mailing address
- Last four digits of your Jeffco Employee ID
- Work phone number

- **Establish the Online US Bank Account**

All Cardholders must establish and maintain their online US Bank account. Instructions on how to set up the account will be emailed directly to the Cardholder. These instructions can also be found on the PCard Website under the PCard Arrival – Getting Started section.

- **Card Storage**

Cardholders should always treat their PCard with at least the same level of care as one does their own personal credit cards. A yellow sleeve is provided to all Cardholders to help differentiate the Jeffco PCard from your personal credit/debit cards. Always store your PCard in the sleeve when not in use. The card should be maintained in a secure location and the card account number carefully guarded. The account number should not be posted, photocopied, left in a conspicuous place, recorded on a payment form for any reason, or sent via email.

- **Retain Required Purchase Documentation**

Receipt/Proof of Payment: All transactions must have an itemized receipt that includes:

- The items purchased
- The final amount paid
- The vendor's name
- The last four digits of the credit card

Packing Slip/Notation of Delivery: All shipped purchases must also include a packing slip, which should be attached to the corresponding receipt. If a shipment arrives without a packing slip, a handwritten note should be added to the receipt to confirm that the product was received. The notation must include:

- The Cardholder's initials
- The date the product arrived
(Example: "Received 9/2/2024 – AB")

Notations: Handwritten notations should be documented on the receipt and on the PCard Transaction Log for any of the following:

- Paid sales tax. If the tax exemption request is denied by the merchant, circle the paid sales tax amount on the receipt and note that the tax exemption was not honored.
- Delivery of package. If a shipment is received without a packing slip, a handwritten notation should be made on the receipt.
- Itemization. If an itemized receipt is not provided, attach the receipt to a sheet of paper and summarize the details of the purchase.
- Meals. All staff should be identified on the receipt when meal/meeting costs are paid for by the district.
- Irregularities. All irregularities, disputes, credits or fraudulent activity should be documented to explain the circumstance of the transaction.

- **Request Tax Exemption**

Cardholders must request the district's tax exemption prior to completing a transaction with the PCard. The vendor may request the Cardholder fill out their paperwork for tax exemption and require a copy of the district's tax-exempt certificate. Failure to request the tax exemption is considered a PCard violation. For online purchases, Cardholders should search the vendor's website for tax exemption options before completing the transaction. If it is not possible to request the tax exemption or the request for tax exemption is denied by the vendor, circle the paid tax on the receipt and note that the tax exemption was requested and not honored or not available. If possible, consider using a different vendor for future transactions.

- **Utilize the PCard Tracking Log**

The Cardholder must utilize the PCard Tracking Log to record all PCard transactions, purchase descriptions and amounts paid. The Transaction Log can either be printed on the PCard envelope or attached to the envelope which houses all transaction documentation. The Cardholder must provide the Transaction Log to the Reconciler for weekly reconciliation (entry of applicable account string and business description) into the ERP system. The log must be submitted to the Reconciler promptly to ensure transaction details are posted to the Transparency website with the correct accounts and descriptions.

- **Review PCard Documentation Each Month**

At the end of each billing cycle, the Cardholder must review the contents of the PCard envelope, including the Transaction Log, bank statement, and receipts. This review is to confirm that transaction amounts match the bank statement, ensure the accuracy of all transaction details, and identify any discrepancies. The bank statement will be mailed directly to the Cardholder's work location around the 15th of the month and can also be accessed and printed from the Cardholder's US Bank online account. If there were no transactions for the cycle, US Bank will not generate a statement. Once the review is complete, the Cardholder must notate any discrepancies found before signing and dating the Transaction Log.

- **Submit the PCard Envelope and Transaction Log for Approval**

After conducting the review, the PCard envelope and Transaction Log should be submitted to the Approver for review and approval. If the Cardholder's Approver is offsite, it is the Cardholder's responsibility to make the appropriate arrangements for the Approver to sign the envelope prior to the closing of the next billing cycle.

- **Report Missing Receipts**

If the Cardholder has lost the receipt/proof of purchase, or if the supplier did not provide the proof of purchase, the Cardholder should first contact the supplier directly to request the proof of purchase. If the supplier is unable to provide the documentation, or if the Cardholder has lost the documentation, an Unavailable Documentation Form must be submitted by the

Reconciler from the PCard Requests tile in PeopleSoft. A screen print of the Unavailable Documentation Form should be printed and inserted into the applicable PCard envelope in place of the missing receipt.

- **Report Lost, Stolen, or Compromised PCards to US Bank**

Lost, stolen, or compromised PCards must immediately be reported by the Cardholder to US Bank by calling 1-800-344-5696. Lost, stolen, or compromised PCards do not need to be reported to the PCard Team. The Cardholder has full liability for all purchases made before a lost, stolen, or compromised PCard is reported. US Bank will mail the replacement card directly to the Cardholder using their statement mailing address.

- **Resolve Vendor Errors and Discrepancies**

The Cardholder must contact the vendor for corrections on any transaction errors reflected on the US Bank statement. If the vendor is unable to resolve any transaction errors or discrepancies, the Cardholder must dispute the transaction by contacting US Bank.

- **Adhere to Current Jeffco Purchase Policies**

The Cardholder must make district purchases in accordance with the most current PCard, district, and Board of Education policies and procedures. Cardholders are expected to stay up to date with these policies and are responsible for all transactions made with the PCard.

THE RECONCILER – A person assigned to each Cardholder to complete the reconciliation process and add appropriate business descriptions in PeopleSoft. Every Cardholder must have an assigned Reconciler from their school/department.

The Reconciler's goal is to assist the Approver in ensuring the integrity of the PCard Program. By overseeing all PCards that are assigned to their staff, the Reconciler serves as the liaison between their school/department Cardholder's and the Strategic Sourcing Department. By overseeing and reviewing PCard transactions in PeopleSoft Financials on a weekly basis, the Reconciler ensures proper chart fields are being charged and detailed descriptions are being entered. The Reconciler assists the principal/manager by submitting PCard Account Change Forms and PCard Application requests from the PCard Center in PeopleSoft. This is to ensure that Reconciler's are aware of any changes made within their departments. Record retention and monitoring overall department spending limits are also part of the Reconciler's responsibility.

RECONCILER ROLES AND RESPONSIBILITIES

- **PCard Reconciliation**

Ensuring entries for the previous week's uploaded transactions are entered by deadline on the reconciliation calendar. This is before transactions go through the final posting process in PeopleSoft. This process includes:

- Reallocating transactions within PeopleSoft from the default ChartField (account string) to the final ChartField.
- Entering appropriate explanations in the PeopleSoft description fields.

- **Report PCard Misuse**

The Reconciler must inform the Approver and the PCard Administrator of any suspected misuse or prohibited transactions found during reconciliation.

- **PCard Management**

The Reconciler keeps track of all active PCard assigned to their Dept ID to anticipate and act upon necessary Cardholder changes such as transfers or termination.

- **Submit PCard Forms in PeopleSoft**

The Reconciler assists the Cardholder with PCard Center form submissions such as:

- Applications
- Transfers
- Deactivations
- Spend Limit Changes
- MCC code additions (to temporarily access district restricted merchants)
- Reconciler/Approver changes
- Unavailable Documentation

- **Record Retention**

The Reconciler is responsible for retaining PCard envelopes for the current school year plus an additional three (3) years. Note: PCard envelopes must be kept for a total of 7 years and can be destroyed after this retention period is complete.

THE APPROVER – The person assigned to protect the integrity of the PCard Program by reviewing the transactions of assigned Cardholders to ensure compliance with PCard policies and Board of Education procurement and fiscal rules. Every Cardholder must have an assigned Approver from their school/department.

The Approver's goal is to ensure the integrity of the PCard Program. As an Approver for the District Purchasing Card Program, the Approver is the control point for the integrity of the PCard Program and protection for the school/department's budget. **This is achieved through the review and approval process of the Cardholders' PCard transactions.** The district has designed a process and provided tools to enable the Approver to meet this goal. An efficient and effective approval process requires coordination among the Cardholder(s), the Reconciler(s) and the Approver.

APPROVER ROLES AND RESPONSIBILITIES

- **Authorization of PCard Purchases and Limitations**

The Approver determines what the Cardholder is authorized to purchase with the PCard and defines the Cardholder's monthly and single spending limits. A Cardholder may not be his/her own Approver.

- **Approval of PCard Application and Changes**

The Approver must approve all PCard applications and change requests for staff under their Dept ID from PeopleSoft's PCard Center file. These requests include:

- Applications
- Transfers
- Deactivations
- Spend limit changes
- MCC code additions
- Reconciler/Approver changes
- Unavailable documentation reporting

- **Review Purchase Documentation and Monthly Statements**

After the Cardholder has completed the monthly review of their PCard envelope, the Approver must review the Cardholder's Transaction Log and the contents of the PCard envelope to ensure all documentation is provided, balances match, and purchases comply with district policies.

Approvers are expected to:

- Review the Cardholder Transaction Log and bank statement and question any unusual transactions or discrepancies.
- Ensure that all required documentation is provided for each transaction (itemized receipts, packing slips and notations).
- Address any paid sales tax on purchases.
- Ensure the Transaction Log is signed and dated by the Cardholder.
- Determine if there are PCard violations and take appropriate action. Consult the PCard Specialist or Strategic Sourcing Department if necessary.
- Ensure that purchases follow district policies and procedures.
- Ensure that discrepancies have been notated on the Transaction Log and have been addressed prior to signing and dating the log.
- Sign and date the Transaction Log by the beginning of the next billing cycle.

LIABILITY INFORMATION

The Cardholder, followed by the Cardholder's school or department is or was employed, is liable for all charges made on PCards. This includes transactions made on a lost, stolen, or compromised card before it is reported to the bank. It also includes any charges made by a Cardholder prior to a transfer form being received and entered by the Strategic Sourcing Department.

PROHIBITED TRANSACTIONS

PERSONAL PURCHASES

If a personal purchase is made, the Cardholder should work with the vendor to cancel or reverse the transaction back to the PCard. Cash refunds or gift card refunds are not allowed. If the reversed transaction appears on the bank statement, the Cardholder must ensure that a receipt or note documenting the circumstance of the reversed transaction is included in the PCard envelope and noted on the PCard Transaction Log.

If the vendor is unable to cancel or reverse the transaction, the Cardholder must report the transaction as a personal purchase to their Reconciler and promptly reimburse the district via payment to the school's financial secretary or the district's cashier. Additionally, the Cardholder must work with the Reconciler submit an Unavailable Documentation – Personal Expense form from the PCard Center in PeopleSoft. A copy of the form should be printed and inserted into the applicable PCard envelope to document the personal purchase.

A personal purchase that is not promptly reported by the Cardholder is considered a PCard Violation and suspected fiscal misconduct. If the transaction is not credited to the Cardholder's account or reimbursed by the Cardholder, a payroll deduction will be made.

CASH AND CASH TYPE TRANSACTIONS

These types of transactions are not allowed. Examples include additional cash with purchase, traveler's checks, and money orders. A cash or cash type transaction is a PCard Violation and will be considered suspected fiscal misconduct. Notify the Approver and the PCard Administrator of any occurrence.

SPLIT PURCHASES

A split purchase is defined as breaking up a single purchase into multiple smaller transactions to avoid exceeding a Cardholder's single transaction limit or the district-wide \$3,500 maximum. This may be done intentionally or unintentionally. Split purchases include:

- Multiple transactions by one Cardholder
- Multiple transactions by multiple Cardholders

These transactions may occur on a single card, over several days, or across multiple cards. When placing an order, a “purchase” includes any known quantity of similar goods or services that could reasonably be obtained from the same vendor at the same time. A reasonable amount of time—typically 7–10 business days (or 2–3 calendar weeks)—should pass before making another purchase for the same item or service.

Policy DJ/DJA allows purchasing authorization to bind the district, purchases of materials, supplies, equipment, and services up to \$3,500 to utilize the PCard. **Any transaction exceeding \$3,500 must be processed through the Strategic Sourcing Department on a purchasing requisition or contract, as determined by purchasing procedures, except for exemptions listed in DJ/DJA.**

For purchases exceeding \$3,500 that do not fall under an exception, the Strategic Sourcing Department will determine the competitive requirements for the purchase in accordance with applicable Policies and/or laws.

VIOLATIONS

Abuse and/or willful negligence will be investigated and may result in cancellation of the PCard. The district shall take any recovery action deemed appropriate, which is permitted by law. Fiscal misconduct is to be reported directly to the Program Administrator for any of the following reasons:

- Failure to request the district's tax exemption on purchases
- Split purchases
- Personal or inappropriate purchases
- Sharing of the PCard or PCard information
- Using district accounts for personal gain
- Using district accounts for personal purchases
- Shipping purchased materials to a personal, non-district address
- Failure to maintain required PCard purchase documentation (e.g., itemized receipts, proof of delivery, explanatory notes)
- Late submission of PCard documentation resulting in unreconciled transactions
- Failure to comply with travel policies
- Failure to sign/date the PCard Transaction Log in a timely manner each billing cycle
- Buying contract items from vendors other than district contractors
- Using the district's tax exemption for personal purchases

VIOLATION CONSEQUENCES

1st Offense: Email warning to the Cardholder.

2nd Offense: Email notification to Cardholder, requiring the following actions within one calendar week: (1) review the PCard tutorial, (2) pass the quiz with a 100% score, and (3) again, sign and resubmit the PCard agreement to the PCard Inbox (PurchCardDpt@jeffco.k12.co.us).

3rd Offense: The PCard will be suspended and unavailable for use for thirty calendar days.

4th Offense: The PCard will be suspended and unavailable for use for ninety calendar days.

5th Offense: The PCard will be disabled, and all PCard privileges permanently revoked.

If Cardholder is found to have three or more violations within one PCard billing cycle, the PCard Specialist will impose the Second Offense disciplinary action as outlined above. Any future violations

will move immediately to the Third Offense disciplinary action. In addition, the PCard Specialist will notify the affected PCard holder's Approver, (principal or manager), Reconciler (financial secretary or technician) and the Director of Strategic Sourcing regarding any disciplinary action. The PCard Specialist, the Internal Auditor or the Director of Strategic Sourcing may also elect to inform Employee Relations.

These actions will occur even if they could result in the Cardholder no longer being able to fulfill a key function of their job with the district. Therefore, these actions may have additional consequences for the Cardholder's employment with the district.

Infractions will be tracked on a rolling 12-month basis. The PCard team reserves the right to reduce or escalate corrective actions at their sole discretion.

Employees are encouraged to reach out to their Approver, Reconciler or the PCard Inbox (PurchCardDpt@jeffco.k12.co.us) prior to making any purchase if they have any questions. Using the PCard in accordance with PCard policy and sourcing procedures prevents violations, discipline and liability.

INAPPROPRIATE PURCHASES

- Contracts requiring an authorized signature
- Capital Equipment (items over \$5000, over one-year life and not installed)
- Computers and electronic gadgets (laptops, iPads, iPods, chrome books, etc.) cannot be purchased via PCard. Anything that connects to the internet cannot be purchased via PCard. Accessories, such as monitors, speakers, cables, keyboards can be purchased with a PCard
- Alcohol and alcoholic beverages with meals
- Tobacco Products
- Gambling
- Fuel Purchases: Fuel purchases may only be purchased for rental vehicles or District vehicles outside of the Denver metro area. Consult the Risk Management website for further information on insurance requirements. Personal vehicle(s) for District business, claim mileage in the ESS system. If fueling a District owned vehicle, contact the Fleet Manager to be set up to use the District fuel stations.
- If students or parents who are driving and are to be reimbursed, the school needs to create a voucher for payment.
- Gift cards or gift certificates for district employees, volunteers or for service-related rewards, which include grants. These are considered income by the IRS. Reference Gift Cards Talking Points under Jeffco References and Resources.
- Any purchase that would create a negative headline for the district.

Services which can be supplied by District departments are to be purchased from the District department not using the District PCard.

District PCards are not to be used to purchase goods or services from another District school or department. If goods or services need to be purchased from a District school or department, journal entries need to be done. SAST can provide instructions on this process

GRANT FUND EXPENDITURES

Grant funds are allocated for a specific time period and must be expended by the grant expiration date. Charges MUST post on or before the last day of the grant.

For online orders it is recommended that the school or department ensure that delivery will occur in a timely manner prior to placing the order. For many vendors, the transaction will not go through until after the order has shipped.

If a PCard transaction is not posted to the PCard before the expiration date of the grant, it is the responsibility of the school or department to cover the expense and other funds will need to be used to pay for the purchase.

All other policies and procedures must be followed with the PCard.

MAKING A PURCHASE & CENTRAL CONTRACTS

The Strategic Sourcing Department maintains a list of goods and services under contract. Where possible, users are encouraged to leverage district contracts established to streamline business practices, and standardize materials used within our facilities. Cardholders can contact Strategic Sourcing directly with questions about suppliers, or to clarify whether there is a particular vendor that a good or service needs to be purchased from. Cardholders can also review the buying guides on the procurement webpage to find mandatory vendors for specific goods and services.

PCARD USAGE WHILE TRAVELING

Fraud Prevention: To avoid US Bank flagging your card usage for fraud, contact US Bank at 800-344-5696 to notify them of your upcoming travel.

Review Policy DKC: Individuals who plan to use their PCard for travel expenses are expected to review and understand District Policy DKC prior to travel.

District Tax Exemption: When traveling outside of Colorado, Cardholders should continue to request the district tax exemption. Some states have a reciprocal tax agreement with Colorado and may honor it. If the tax exemption request is denied, circle the tax amount on the receipt and note that the tax exemption was not honored.

Meals Paid for Multiple Individuals: All staff names or initials should be identified on the receipt when meals while traveling are paid for by the district. Incidental purchases are limited to breakfast \$18, lunch \$20, dinner \$36 (this cap includes gratuity).

MEALS/REFRESHMENTS

Schools and departments should remain diligent in the management of District funds. Visit Jeffco References and Resources for the Talking Points – Meals/Refreshment Purchases. See the school principal or department manager for clarification and expectations on these types of purchases.

Tips on Meals: Per policy DKC, tips should not exceed 20% of the cost of the meal.

Meal Purchases for Multiple Individuals: All staff should be identified on the receipt when meal/meeting costs are paid for by the district. Incidental purchases are limited to breakfast \$18, lunch \$20, dinner \$36 (this cap includes gratuity).

GIFT CARDS FOR STUDENTS

If gift cards are used as educational incentives for students, it is recommended that they are given in denominations of \$25.00 or less. A log should be generated which identifies the purchases, receipts and recipients. The log should be signed by the person(s) managing the activity along with the principal.

A "confirmation of receipt" email from recipients of gift cards may be printed and attached to the log or their signature on the log confirming they received a gift card for \$xx.xx amount. If the confirmation of receipt is unattainable, the person who is giving or sending the gift card must sign and date the log attesting that it was presented.

Donated gift cards/certificates are discouraged because of the "appearance" that they were purchased with district funds. Gift cards cannot be given to District Employees.

For in depth gift card/certificate instructions and best practices, review SAST's Gift Card Talking Points or SAST's Gift Cards & Certificates section of the School Accounting Support Team web page.

ACCOUNTS AND MEMBERSHIPS

There is no district-wide account for warehouse vendors such as Sam's Club or Costco. Schools or departments choosing to purchase merchandise from either vendor must purchase their own school/department membership.

Memberships for warehouse vendors (i.e., Costco, Sam's) must be purchased or established in the district's/school's name and must only be used for district/school business; school/department memberships should not be utilized for personal purchases.

Membership cards should only be issued to district staff. Free "add-on" or "household" membership cards that are associated with a district paid membership should only be assigned to district staff for district business use.

Likewise, online vendors may sometimes require an account. If the account is for district business purchases, it should only be linked to a district email, district shipping address, district-issued PCard, etc. If a Cardholder would like to use the same vendor for non-district purchases, there should be a separate, personal account. It is critical that district finances are kept separate from non-district finances.

For online purchases where payment information is saved, login credentials must not be shared with others. This is equivalent to sharing the PCard. For instance, the login information for the district's Amazon account should only be linked to the PCard of the person who owns the account, and no one else should have access to that person's login credentials.

POSSIBLE REASONS FOR TRANSACTION DECLINE

Always contact US Bank first by calling (800) 344-5696. A bank representative will review recent card activity to identify the reasons for any declines, including but not limited to:

Suspected Fraud - U.S. Bank uses real-time Authorization Decision Strategies to recognize fraudulent activity and filter transactions based on current fraud trends and high-risk factors. In this situation only the bank can help; that is why we recommend calling them first. Most of these declined transactions are in fact fraudulent.

Order Entry Error: The supplier has entered the PCard number and/or expiration date incorrectly.

Check the numbers with the supplier.

The transaction exceeds the single transaction or monthly cycle limits: Check the transactions made to determine if limits have been exceeded.

Excluded Merchant Category Code (MCC): The merchant's 4-digit MCC may be one of the district's excluded codes. The bank representative can provide you with the declined MCC. Your Reconciler can then submit an Individual Change form to request temporary access to the MCC, allowing you to complete your transaction.

Unavailable Connection: If the transmission path is down between the supplier and its bank, the transaction will decline.