J. C. [illegible] 7/1/2022

PROCUREMENT PROCEDURES MANUAL

The Procurement Department, under the general supervision of the CFO, is responsible for conducting the Procurement function in a manner which results in obtaining the most efficient and effective use of district funds. The conduct of our office will be accomplished in accordance with ethical practices of the Procurement profession. Activities and procedures of the Procurement Department are regulated by and must comply with the Darlington County School District Procurement Code, policies of the Board of Education, all applicable state laws, and regulations of the Office of General Services.

Purpose Statement

The underlying purposes and policies of the District's Procurement function are:

1. to provide increased economy in District procurement activities and to maximize to the fullest extent practicable the purchasing values of funds while ensuring that procurements are the most advantageous to the District and in compliance with the provisions of the Ethics Government Accountability and Campaign Reform Act;

2. to foster effective broad-based competition for public procurement within the free enterprise system;

3. to develop procurement capability responsive to appropriate user needs;

4. to ensure the fair and equitable treatment of all persons who deal with the procurement system of the District which will promote increased public confidence in the procedure followed in public procurement;

5. to provide safeguards for the maintenance of a procurement system of quality and integrity with clearly defined rules for ethical behavior on the part of all persons engaged in the public procurement process;

6. to develop an efficient and effective means of delegating roles and responsibilities;

7. to develop a training system to train District procurement officials in the techniques and methods of public procurement;

8. to mandate the existence of a structured system of auditing and monitoring in order to assure adherence to the provision of the Darlington County School District Procurement Code;

9. to establish policies and procedures relating to the procurement, management, control, and disposal of supplies, services, equipment, information technology, and construction, as applicable, under the authority of the South Carolina Consolidated Procurement Code, as

amended, Title 59 of the South Carolina Code of Laws, and regulations of the State Board of Education.

ETHICS POLICY

- District employees shall not ask, demand, solicit, or accept anything of value for himself or for another person in return for fulfilling his official responsibilities or duties.

- District employees shall not directly or indirectly offer or promise to commit the District to any type of purchase or contract without acting in accordance with the District's Procurement Code.

PROCUREMENT DEPARTMENT

The Procurement Department has the authority to question those transactions that are considered to be questionable in any way including those that appear unjustifiable, unethical, and/or unlawful. Acceptable explanation(s), justification(s), and/or clarification(s) must be furnished by the initiating school or department as requested or the transaction can be denied.

AUDITING OF THE PROCUREMENT DEPARTMENT

A procurement audit must be performed every three (3) years by an audit firm approved by the Office of General Services.

PROCUREMENT AUTHORITY

- Except as otherwise provided herein, all rights, powers, duties, and authority relating to the procurement of supplies, construction, information technology and services for the District, and to the management, control, warehousing, sale and disposal of supplies, construction, information technology, and services for the District, are hereby delegated to the Superintendent by the Board.

- The Superintendent shall be responsible for developing such organizational structure as necessary to implement the provisions of the Procurement Code.

- The Superintendent may delegate his/her authority to any designee and the Chief Procurement Officer may delegate his/her authority to any designee; delegations by either the Superintendent or the Chief Procurement Officer must be in writing and available upon request to the public by the Chief Procurement Officer.

- Less than $10,000 - Individual schools and departments may issue purchase orders for small purchases which do not exceed $10,000.00. At the school or department level, purchase orders must be approved and signed by the principal or his/her designee. At the Administrative office,

purchase orders must be approved and signed by the authorized department head or his/her designee.

- $10,000 and greater - On purchase orders exceeding $10,000.00, all orders will be approved and processed by the Finance Office. (excludes Student Activity).

DOLLAR LIMITS AND REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services for the Darlington County School District shall be made on the basis of quality , price, and service. Acquisition of all goods and services shall be subject to the following limits, except when a clear emergency exists or a particular item may be obtained from only one known supply source. Proper documentation shall be maintained regarding all such exceptions.

- **Purchases for $100,000 and Greater Amounts: The Invitation for Bid Process:** Purchasing transactions exceeding $100,000 require competitive, sealed bidding utilizing the Invitation for Bid (IFB) process. Award will be made to the lowest responsive and responsible bidder whose bid meets the requirements set forth in the invitation for bids.

- **Purchases for $100,000 and Greater Amounts: The Request for Proposal Process:** Purchasing transactions exceeding $100,000 in which it is determined not to be advantageous or practical to use the sealed bidding process, may be purchased through the use of sealed competitive proposals. This is the Request for Proposal (RFP) process. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the District, taking into consideration price and the evaluation factors set forth in the request for proposals.

- **Purchases from $25,000 - $100,000**
  Purchasing transactions from $25,000 - $100,000 require solicitation of three (3) written quotes and must be advertised by the Procurement Department. The Initiator is responsible for providing the Procurement Department with specifications by attaching them to their requisition and submitting to the Procurement Department for approval.

- **Purchases greater than $10,000 but less than $25,000**
  Solicitation of written quotes from a minimum of three (3) qualified sources of supply must be made. The Initiator is responsible for the solicitation of these quotes. Quotes should be attached to the requisition and submitted to the Finance Department for approval. E-mail or fax information showing date quotes sent out must be

attached. All information should be written on requisition and entered in CSI in the NOTE field to show on the purchase order. Freight is included in quote, taxes are not. If three (3) quotes are not received, the Procurement Department must advertise for quotes in South Carolina Business Opportunities (SCBO). Three quotes do not have to be solicited if the purchase is on State Contract (State Contract information should be attached to requisition with State Contract number written on requisition and in SmartFusion in NOTE field), Bid Contract number (Bid information sheet attached to requisition with Bid # on the requisition and entered in SmartFusion), or Exempt from competition (Exemption code written on requisition and entered in the NOTE section in SmartFusion).

- **Purchases of $10,000 and less**
  Purchases not exceeding $10,000 may be accomplished without securing competitive quotations if the prices are considered reasonable. Purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from a supplier other than the previous supplier before placing a repeat order.

- **Splitting Purchases**
  Purchasing transactions are not to be artificially divided or fragmented in order to meet the lesser requirements of lower dollar transactions. Purchasing transactions are not to be intentionally broken down or split apart in order to stay within the District's single purchase limit or to avoid other procurement methods or competition requirements. Examples: 1) Making multiple purchases form the same merchant on the same day, the total of which exceeds the single purchase limit; 2) Purchasing the same/similar item(s) form multiple merchants on the same day, the total of which exceeds the single purchase limit; 3) Making multiple purchases of similar items from the same or multiple merchants over a period of time when the total requirement was known at the time of the first purchase and the value exceeds the single purchase limit; 4) Making purchases using requirements that exceed the single purchase limit (e.g., requirements for monthly recurring services, in which the monthly payment is less than the single purchase limit, but the known yearly total exceeds the purchase threshold).

- **Confidentiality of Price and Other Information**
  Price and other confidential information provided by vendors shall not be shared with competitors by any individual involved in the process. This includes all employees of the District.

EXEMPTION CODES

The list is attached to the back of this manual. Please make sure you write the exemption code out such as Exempt 710.1(a) Copyrighted Educational Materials. This should be written on the requisition and also entered in the NOTE field on the Purchase Requisition section in SmartFusion.

PUBLIC INFORMATION

Public Record.

Procurement information must be a public record to the extent required by Chapter 4 of Title 30 (The Freedom of Information Act) with the exception that commercial or financial information obtained in response to a Request for Proposals or any type of bid solicitation, that is privileged and confidential need not be disclosed.

Competitive Sealed Bids

Sealed bids are opened publicly in the presence of one (1) or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid together with the name of each bidder and other information as deemed relevant by the Procurement Officer is announced and recorded. This tabulation shall be open to public inspection. Only the information disclosed by the Procurement Officer or designee at the bid opening is considered to be public information until the notice of intent to award is issued.

Competitive Sealed Proposals

Sealed proposals are opened publicly in the presence of one or more witnesses at the time and place designated in the Request for Proposals. A tabulation of proposals is prepared but is not open for public inspection until after the contract is awarded. Contents of competing offers are not disclosed.

Proprietary Information

Certain information relative to the procurement process can be deemed proprietary in nature and not open for public review. This proprietary information must be clearly marked as such by the bidder/proposer when submitted. This information will be considered proprietary and not open to public review, unless deemed otherwise by the Procurement Officer. The final decision as to whether this information is proprietary lies with the Procurement Officer.

Review of Bids or Proposals

Requests for information or review of the documents shall be made to the Procurement Officer. An appointment to review the file shall be made with the Procurement Officer at a mutually convenient and reasonable time. The reviewer shall not take possession of any of the documents in the file. All proprietary

information shall be removed from the file prior to the review. All reviewers must sign a reviewer's log sheet that becomes a part of the original bid file.

INFORMATION TECHNOLOGY PURCHASES

All requests to purchase technology equipment and software (regardless of the funding source) or to receive donated new or used technology equipment and software, shall be submitted to the Technology Department for advance approval. Technology purchases include computers, printers, promethean boards, projectors, software, etc.

Requisitions must contain the name of the person(s) that equipment will be issued to and the room number(s) that equipment will be located in.

COMPUTER AND PRINTER PURCHASES

- All computer and printer requests shall be processed by the Technology Department unless prior authorization to purchase from the school/department level is received from the Technology Department.
- All requisitions should be submitted to the Procurement Department after the Technology Department approves the purchase.
- Computer purchases require a purchase order unless another method of purchase is authorized by the Procurement Officer.
- The Technology Department is responsible for sending the purchase order to the supplier.
- The initiating school/department is responsible for notifying the Procurement Department that they have received the equipment.
- The Procurement Office is responsible for paying computer and printer invoices.
- Schools/Departments are responsible for keeping an inventory log of all computers and printers costing less than $500.00. A record of the cost and location of the equipment should be kept on file for Audit purposes.

CONTRACT PURCHASES

The District has the option of developing its own contracts for specific items or services or utilizing state contracts maintained by the Materials Management Office for the State of South Carolina. The Procurement Officer or his/her designee is authorized to make this decision based on what is in the best interest of the District. The use of a cost-plus a percentage-of-cost contract must be approved by the Superintendent.

MULTI-TERM CONTRACTS

Appropriateness. A multi-term contract is appropriate when it is in the best interest of the District to obtain uninterrupted services extending over one fiscal period, where the performance of such services involves high start-up costs, or when a

changeover of service contracts involves high phase-in/phase-out costs during a transition period. The multi-term method of contracting is also appropriate when special production of definite quantities of supplies for more than one fiscal period is necessary to best meet the District's needs but funds are available only for the initial fiscal period.

Determination Prior to Use. Before the utilization of a multi-term contract, it must be **determined in writing** that: estimated requirements cover the period of the contract and are reasonably firm and continuing and such a contract serves the best interests of the District by encouraging effective competition or otherwise promotes economies in procurement.

Specified Period. A contract for supplies, services, or information technology must not be entered into for a period of more than one (1) year **unless the following provisions apply**:

(a) the term of the contract and conditions of renewal or extension must be included in the solicitation

(b) funds must be available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods must be subject to the availability and appropriation of funds for them.

SOLE SOURCE PROCUREMENTS

A Sole Source Procurement is defined as a contract for a supply, service, information technology, or construction item that is awarded without competition. The Superintendent or CFO must determine, in writing, that there is only one source for the required supply, service, information technology, or construction item. A Sole Source procurement is not permissible unless there is only a single supplier. Written documentation **must include the determination and basis for the proposed sole source procurement.** In cases of reasonable doubt, competition must be solicited.

Schools/Departments requesting a Sole Source Procurement must attach the following documentation to a requisition and submit to the Finance Department:

- Sole Source Justification Form (see Appendix E);
- A memo from the initiator explaining why the requested supply/service is unique to one vendor;
- An explanation (in same memo) as to why this particular supply/service is exclusive to their needs.

EMERGENCY PROCUREMENTS

An Emergency Procurement is defined as a procurement necessary to offset an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions provided that such emergency procurements shall be made with as much competition as is practicable under the circumstances.

An emergency condition is defined as a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots,

equipment failures, fire loss, or such other reason as may be proclaimed an emergency the Superintendent, Chief Procurement Officer, or a designee of either.

The existence of such conditions must create an immediate and serious need for supplies, services, information technology, or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten: (1) the functioning of the District; (2) the preservation or protection of property; or (3) the health or safety of any person.

Emergency Procurement Guidelines:

- Each Emergency procurement must be made with as much competition as is practicable under the circumstances.
- Each Emergency procurement shall be limited to those supplies, services, equipment, or construction items necessary to meet the emergency.
- Approval from either the Superintendent, the CFO or a designee must be obtained prior to the procurement.
- A written determination of the basis for the emergency and for the selection of the particular contractor must be attached to the requisition and submitted to the Procurement Department (attach Emergency Procurement Justification Form (Appendix F) and memo explaining the circumstances.

PURCHASES MADE WITH GRANT FUNDING

The Darlington County Procurement Code shall apply to all procurements and expenditure of funds granted by federal assistance monies

UNAUTHORIZED PURCHASES

Any purchase not made in accordance with the provisions of the District Procurement Code and/or procedures will be considered an unauthorized purchase.

The ratification of an act obligating the District in a contract by any person without the requisite authority to do so by an appointment or delegation rests with the Superintendent or Chief Financial Officer. The ratification of unauthorized procurements by the Chief Procurement Officer shall be limited to an amount of fifty-thousand dollars ($50,000); the Chief Financial Officer shall be limited to one hundred and twenty-five thousand dollars ($125,000.00); the Superintendent shall be limited to an amount of one hundred and fifty thousand dollars ($150,000.00) and The Board of Education shall ratify unauthorized purchases over one hundred and fifty thousand dollars ($150,000.00). It is prohibited for a procurement officer to ratify such acts. The Superintendent may delegate authority, in such amounts as the Superintendent may determine, to ratify such acts to a person above the level of the procurement officer.

Corrective Action. When ratification is necessary, the Superintendent or a designee as authorized in writing above the level of the procurement officer, shall also prepare a written determination as to the facts and circumstances surrounding

the act, corrective action taken to prevent reoccurrence, action taken against the individual committing the act, and documentation that the price paid is fair and reasonable.

A course of action will be prescribed based upon the severity, frequency, and other circumstances surrounding the violation and the previous violations. Corrective action includes but is not limited to the following; any or all of the following actions may be taken:

1. Requiring the individual who made an unauthorized purchase to attend training session(s) as deemed necessary by the Chief Procurement Officer.

2. Requiring the individual who made an unauthorized purchase to assume responsibility, financial or otherwise, for the purchase.

3. A reduction in the level of Procurement authority for the school/division/department may be reduced for a period up to one year. In the event of this reduction, all purchase orders in an amount above the reduced level of authorization will be submitted to the Procurement Department for approval.

4. **All** Procurement authority of the school/division/department may be revoked for up to one year. **All** purchase orders will be submitted to the Procurement Department for approval.

5. Disciplinary action may be taken against the individual who made an unauthorized purchase including, but not limited to, termination.

Disciplinary action may be taken against the Principal/Division Head/Department Head including, but not limited to, termination.

These guidelines also apply to transactions that are considered to be questionable in any way including those that appear unjustifiable, unethical, and/or unlawful. Disciplinary action is at the discretion of the Superintendent or designee.

PURCHASING DOCUMENTS

Two purchasing documents are legal and binding upon the District.

The **Purchase Order (PO)** has the signature of an authorized employee of the School/ Department making the purchase. The necessary information is provided on the requisition to enable the generation of a PO. The Requisition is not to be used to place orders.

The **Limited Purchase Order (LPO)** is used for purchases of $2,500 or less. The LPO allows the user to make direct contact with a local vendor, obtain prices and place orders with advance approval from the fund manager. The LPO is not intended to replace the normal requisitioning procedure except in

well-defined and limited situations. Examples of limitations imposed on LPO's are:

- LPO's are to be used for the one time purchase of goods from local suppliers in which supplies can be picked up by district personnel or delivered by the supplier.
- LPO's are to be used for the one time purchase of services from local suppliers.
- LPO's cannot be used at suppliers outside of Darlington or Florence County.
- LPO's cannot be used for purchases exceeding $2,500;
- Schools/Departments authorized to use LPO's:
    * District Warehouse

BLANKET PURCHASE AGREEMENT

A Blanket Purchase Agreements (BPA) is defined as a simplified method of filling anticipated repetitive needs for small quantities of supplies or services by establishing "charge accounts" with qualified sources of supply. Blanket purchase agreements are designed to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase documents. The purchase order shall contain the following provisions:

1. BLANKET PURCHASE ORDER
2. EFFECTIVE DATES
3. AUTHORIZED USERS
4. A general description of the supplies or services that the supplier is furnishing.
5. A statement of dollar limitations placed upon each authorized user per order.

The box beside Blanket should be checked when doing a blanket purchase order. You will need to contact Finance and get a generic number to proceed with this PO. **All Blanket Purchase Agreements, regardless of the amount, must be approved by the Procurement Department prior to usage.** (This does not include Student Activity funds).

Book Orders:
For large book orders (more than 10 individual books), you may include "See Attached" in the body of the PO and attach a listing of the books. A list of titles should be attached to the purchase order before sending to the supplier. It should also be noted whether substitute titles are acceptable or not.

PROCUREMENTS AT AUCTION

The District, having knowledge of either an auction or a sale of supplies from a bankruptcy, may elect to participate. The District shall:

(a) survey the needed items being offered to ascertain their condition and usefulness
(b) determine a fair market value for new like items through informal quotes
(c) determine the fair market value from similar items considering age and useful life
(d) estimate repair cost and delivery cost, if any, of the desired items.

Using this information, the District shall determine the maximum price that it can pay for each item desired. At the auction or sale, the District shall not exceed the maximum price so determined.

LEASES AND RENTALS

Justification in writing is required when proposing to enter into an agreement other than an outright purchase; this includes leases, lease/purchase, installment purchase, or rental agreements. Written justification by the procurement officer of such alternate method would have to be approved by the Superintendent and the Chief Financial Officer.

VEHICLE RENTALS

In the event a vehicle is rented for school district purposes, the following procedures apply, regardless of whether the rental is local or out-of state:

- Notification of rental (name and address of rental company and contact person) must be submitted to the District's Safety/Energy Technician at least 10 days prior to rental date;
- A Certificate of Insurance for DCSD (proof of insurance) will be sent to the employee and must be in the employee's possession while operating the rented vehicle.
- In the event of an accident, a police report must be submitted to the Safety/Energy Technician upon return from travel.

EXPENDITURES NOT REQUIRING A PURCHASE ORDER

- Public Utilities
- Cell Phone services
- Credit Card purchases
- Medical related bills
- Security for school related events
- Athletic Officials
- Crossing Guards
- Copier Rental/Lease
- Duplicator Rental/Lease
- Mail Equipment Rental/Lease
- Travel Reimbursements
- Newspaper subscriptions

- Foreign teacher contract fees
- ACT/SAT/PSAT fees
- License fees
- Purchases which are considered inappropriate for the purchase order process, as determined by a Procurement Officer.
- Reimbursements (using *Check Request Form*)
- Educational Provider Contracts
- Membership Dues for Principals and Administrative Staff
- Software Renewals

PERSONAL PURCHASES

The Procurement Office does not enter into any negotiations or become involved in any transactions for the purchase of anything whatsoever for the personal account of District employees. Certain items which might be classified as personal in nature and are suspect as inappropriate expenses from District funds may be questioned or disallowed.

RETENTION OF PROCUREMENT RECORDS

All procurement records shall be retained and disposed of in accordance with records retention guidelines and schedules approved by the Department of Archives and History. All retained documents shall be made available to the Attorney General or a designee upon request.

OPERATING PROCEDURES

Ordering Procedures:

1. The requisition form is the official District document used to initiate a purchase transaction for supplies, equipment and miscellaneous services. School or Department personnel are responsible for entering the requisition into the Financial Software System. This form is to be properly completed and approved by the Department Head and other Fund Managers as necessary, Requisitions for purchases greater than $10,000 must be submitted to the Procurement Office for approval. It must contain specific and complete details on the commodity or service desired. It must be correct as to quantity, item(s), specifications, and required delivery date. When an item requisitioned must be compatible with existing equipment, the reason must be clearly explained and the requisition with a specific brand or model (permitting no substitution) must be accompanied by a letter of justification. (Purchase Orders that are processed for payment without a requisition form will require a Procurement Officer's approval.)

2. Upon receipt of the requisition in the Procurement Office, the process of procurement is determined in accordance with the *Darlington County School District Procurement Code.* The requisition is reviewed by a Procurement Officer, approved and a purchase order is printed and returned to the requisitioning department or school. The school or department secretary/bookkeeper is responsible for obtaining the Principal's or Department Head's signature and

sending the purchase order to the supplier for all orders except computer purchases (see Computer and Printer Purchases, page 6).

3. All invoices are forwarded to the Accounts Payable office after verification that the order has been received as ordered and payment is authorized by the Principal/Department Head.

A Change Order is defined as any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

A Change Order is the proper method for requesting the following changes in a Purchase Order:

Increase the value of a Purchase Order
Add new account number
Adjust existing account number
Close a Purchase Order
Change contract dates
Change Ship to/Bill to information
Change vendor information
Edit description
Change shipping instructions
Price adjustment (**if greater than 10% difference**)
Misc. changes as necessary

Change Order Procedures

- School or Department completes Change Order Form (see Appendix D);
- Attach Change Order Form to a copy of purchase order that is being changed;
- Make "redline" changes to purchase order;
- Attach supporting documentation (if any) and send to Finance (Schools) or Procurement Office (District Departments);
- If the purchase order is ready for payment after the change(s) are made, the invoice may be attached (after first receiving proper authorization to pay) and the Procurement Office will forward packet to Accounts Payable for processing.
- If the purchase order is not ready for payment after the change(s) are made, the packet will be sent back to the School or Department.

Accounts Payable is authorized by the Procurement Office to pay increases up to ten percent (10 %) without the approval of the Procurement Department, with the following **exceptions**:

- When the purchase order total for goods plus freight exceeds $10,000;
- When there is a quote attached stating a lesser price than the invoice states;
- State contract orders;
- Orders referencing an IFB# or RFP# or Quote #;

- All increases in quantity.

Accounts Payable is authorized by the Procurement Office to take advantage of any discounts allowed on an invoice that are not referenced on the corresponding purchase order.

This variance allows for items such as shipping charges and small incidental fees/credits that may not have been anticipated when the purchase order was originally created. It also allows Accounts Payable to make payments for invoices that are less than the original purchase order, i.e. discounts not taken, rebates, etc.

RECEIVING

- Each school or department is responsible for inspection of the goods received and verifying by signing the packing slip or other documentation before authorizing payment.
- Each school or department is responsible for contacting the supplier concerning the shipment in regards of complaints, damage, shortage reports, etc.

SALES AND USE TAX REQUIREMENTS

The District is not exempt from paying sales tax on most purchases. The following categories are exempt from paying sales/use tax (according to the South Carolina Department of Revenue):

- textbooks, books, magazines, periodicals, newspapers, and access to on-line information systems used in a course of study in primary and secondary schools and institutions of higher learning or for students' use in the school library of these schools and institutions; these items may be in printed form or in alternative forms such as audio tapes, videotapes, microfilm or CD ROM information;
- meals or foodstuffs used in furnishing meals to school children, if the sales or use are within school buildings and are not for profit;
- water sold by public utilities (Bottled water sold in retail stores is taxable);
- office supplies, or other commodities, and services resold by the Division of General Services of the State Budget and Control Board to departments and agencies of the state government, if the tax was paid on the divisions original purchase;
- hearing aids
- concession sales by nonprofit organizations at a festival;
- sales by non-profit organizations.

District personnel making purchases should make sure vendors are aware that the District is not exempt from South Carolina Sales and Use Tax. The District Accounts Payable Clerk will track invoices that do not contain sales and use tax payments and file the monthly return (ST-388) making payment to the South Carolina Department of Revenue. These payments will be charged back to the accounts and departments that made the purchase.

GIFT CARDS

Gift cards are defined as incentives for students and parents. They can be purchased only with money collected at the school or student activity money unless they are grant specified or purchased using funds designated by the Superintendent for that purpose.

- Gift cards purchased with school or student activity money must have prior approval of the Principal or Department Head.
- Gift cards for DCSD employees can be purchased from a restaurant/fast food restaurant. The procurement card can be used for the purchase of approved gift cards using the Staff Incentive Account – 100-233-410-1000-?? only.Gift cards cannot be purchased from Walmart, Target, etc. Per the IRS, Gift Certificates that are redeemable for general merchandise or have a cash equivalent value are not de minimis benefits and are taxable.

EMPLOYEE RECOGNITION

Rewards or incentives should not appear to be gifts. The District shall be allowed to spend public funds on employee plaques, certificates, and other events including meals and similar types of recognition to reward innovations or improvements by individual employees or employee teams that enhance the quality of work or productivity or as part of employee development programs for the District. Award value shall be at the discretion of the Principal or Department Head.

SALES CALLS AND DEMONSTRATIONS

Sales representatives shall not be permitted to contact school personnel and students for the purpose of making sales or demonstrations, except by special permission of the school administration. A letter of authorization signed by the Superintendent or designee must be given to the vendor before entering the school. School principals may grant permission to sales representatives to see members of the school staff at times that will not interfere with the education program. Sales representatives must register at the principal's office immediately and present their letter of authorization upon entering any school. Unregistered sales representatives will be removed from the school building.

District employees (other than those in the Procurement Department) shall not commit themselves by implication or otherwise on preference for any product or the district's source of supply for any product, or give information regarding performance or price. All pricing negotiations with sales representatives are to be coordinated with the Procurement Department.

There shall be no individual personal gain for any employee of Darlington County School District. No school district employee may receive for his or her personal benefit anything of value from any person other than his or her employing school district to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil or employee while on the property of the District or at an activity of the District without prior approval from the Superintendent.(examples: makeup, jewelry, etc.)

District employees may not accept material gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do business with the District, under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties. This does not include the acceptance of items of nominal or minor value that are clearly tokens and not related to any particular transaction or activity of the School District.

REIMBURSEMENTS

There are a few circumstances where the purchase of a good or service cannot feasibly be acquired through the normal purchasing process, nor by using the Procurement Guidelines that have been established to reimburse employees for these unusual instances. Reimbursements for miscellaneous purchases made by an employee are allowed if prior approval is obtained from their principal/department head and the proper documentation is submitted.

Proper documentation includes a properly completed *Check Request Form (Appendix A)* requesting Reimbursement with original receipts attached.

When requesting reimbursement, original receipts must be attached to the back of the *Request for Check Form*; the following information must be included:

- the cost of each item purchased;
- the total amount of the purchase;
- the amount paid;
- the name of the vendor;
- the date of purchase.

All reimbursements must be approved by the appropriate department heads/principals and/or fund manager(s).

Meal Reimbursements: Meals are reimbursed on a standard amount per meal per day. Reimbursement will be made at the current State per diem rate based on the time leaving and returning.

- Employees will not be reimbursed for meals outside of travel time.
- Employees will not be reimbursed for meals that are included in conference registration fees (allowed per diem for that meal will be deducted from the standard reimbursement for that day).

- Gratuities, tips and miscellaneous costs are included in the daily meal per diem rate.
- Drop-ins do not count as a meal.

Because all meals are reimbursed based on the standard per diem, the use of the District Procurement Card is not authorized to purchase meals in travel status.

FOOD AND BEVERAGE PURCHASES OR REIMBURSEMENT PROCEDURES
In order to purchase food and beverages or be reimbursed for them, the following guidelines must be met:

1. **REFRESHMENTS**

2. **MEALS**

3. **REGULARLY SCHEDULED STAFF MEETINGS**

4. **CEREMONIES, DEDICATIONS, OPEN HOUSES AND NON-DISTRICT KEY COMMUNITY EVENTS**
   - Reasonable expenses associated with public ceremonies, events and/or dedications are permitted provided that the events have been authorized.

5. **MEETINGS, PROFESSIONAL DEVELOPMENT AND TRAINING SESSIONS**
   - Whenever possible, District business should be transacted during the normal working day. There may be instances where a meeting, study session or hearing continues through normal mealtime hours and serving a meal facilitates the continuance of the session within minimum disruption.

TRAVEL PROCEDURES

To be eligible for reimbursement, all travel for District employees must:
1. be properly authorized;
2. be actually incurred;
3. be necessary for fulfilling the responsibility of the school/department;
4. to be conducted in the most economical manner for the District.

The Darlington County School District requires all travel to be properly documented not only for accountability purposes, but also to protect the employees from having travel reimbursements being considered taxable. The IRS divides travel reimbursements into two categories (accountable and non-accountable). All travel payments made under non-accountable plan are considered income to the employee and are therefore subject to state and federal withholding. Travel paid under an accountable plan is considered to be a reimbursement and is not

considered income as long as the employee can substantiate all expenses incurred by reporting and submitting proper documentation to the employer in a timely manner. The Darlington County School District has an accountable plan so the reimbursements are not taxable to the employee.

The traveler will use the most economical and practical mode of travel from the standpoint of time, cost, and standard travel route. Exceptions must be fully explained and approved by the Principal/Department Head.

IN-DISTRICT TRAVEL PROCEDURES

IN-DISTRICT TRAVEL is defined as travel within Darlington County or Florence County. (No overnight travel is reported in this category). Reimbursement will be made at the current State per diem rate based on the time leaving and returning. This includes required travel from one district building to another, travel to required meetings, and home visits. **This does not include travel from your home to your place of work.**

Claims for mileage expenses to conduct official business while in route between home and office should only be submitted for the mileage that exceeds the **usual** home to office mileage.

Reimbursement for required travel when an employee leaves directly from home and returns home without going to the employee's office will be the lesser of:

- the distance between the employees home and travel destination, or
- the distance between the employees office and travel destination.

In - District travel will be reimbursed using the *In–District Travel / Mileage Reimbursement Form (see Appendix C).* In-District travel must be documented by the employee on an "*In–District Travel / Mileage Reimbursement Form.* The employee must record the date, location leaving from and destination, the number of miles traveled, and the reason for the trip on the form. The *In–District Travel / Mileage Reimbursement Form* must be approved by the Principal/Department Head/Fund Manager. **Requests for reimbursements must be submitted to the Accounts Payable Specialist by the thirtieth (30th) of the month following the actual month travel costs were incurred.** The period covered must be for one month only and begin with the 1st working day of the month and end with the last working day of the month.

OUT-OF-DISTRICT AND OUT-OF-STATE TRAVEL PROCEDURES

Requiring employees to receive preauthorization for travel outside the district is a recordkeeping process that tracks our employees' travel and that provides insurance protection for employees in the event of an accident. Therefore, adhering to the district's travel policy is important to all district employees. Outlined

below are the procedures that employees should follow when their job requires them to travel outside either the district or state.

OUT-OF-DISTRICT TRAVEL is defined as travel required outside of Darlington County or Florence County. Reimbursement will be made at the current state per diem rate based on the time leaving and returning.

Claims for mileage expenses to conduct official business while in route between home and office should only be submitted for the mileage that exceeds the **usual** home to office mileage.

Reimbursement for required travel when an employee leaves directly from home and returns home without going to the employee's office will be the lesser of:

- the distance between the employees home and travel destination, or
- the distance between the employees office and travel destination.

An *Out of District Travel Pre-Authorization & Reconciliation Form (see Appendix B)* must be submitted to the Principal/Department Head and/or appropriate Fund Manager for approval prior to the travel date. **The Superintendent must approve all out-of-district travel for Principals and the District Administration Team.** The *Out of District Travel Pre-Authorization & Reconciliation Form* must include an itemized list of the estimated cost of the trip and a Frontline report showing days out must be attached.

Out of District Travel Request and Reimbursement Form(s) must be completed upon returning from travel and submitted to Accounts Payable with proper approval within thirty (30) days of the date of return. The following documentation must be attached:

- related receipts that reimbursement is being requested for
- Frontline report(s) required only in the event that the pre-approved employee could not attend and another employee attended in their place; approved leave form along with a memo stating the reason for replacing the original employee must be attached.

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OUT-OF-STATE TRAVEL is defined as travel required outside of South Carolina. Reimbursement will be made at the current state per diem rate based on the time leaving and returning.

An *Out of District Travel Pre-Authorization & Reconciliation Form (see Appendix B)* must be submitted to the Principal/Department Head and/or appropriate Fund manager for approval prior to the travel date. **The Superintendent must approve all out-of-state travel for Principals and the District Administration Team.** The *Out of District Travel Pre-Authorization & Reconciliation Form* must include an itemized list of the estimated cost of the trip and Frontline report(s), if required.

Out of District Travel Request and Reimbursement Form(s) must be completed upon returning from travel and submitted to Accounts Payable with proper approval within thirty (30) days of the date of return. The following documentation must be attached:

- related receipts that reimbursement is being requested for
- approved Frontline report(s) required only in the event that the pre-approved employee could not attend and another employee attended in their place; approved leave form along with a memo stating the reason for replacing the original employee must be attached.

Transportation

For use of a personal vehicle for travel, the number of miles must be clearly documented. The reimbursement is based on the standard mileage rate times the number of miles.

- Reimbursement is only paid to the individual who drove the vehicle;
- Students cannot be transported in a personal vehicle.
- An online printout of mileage is required for reimbursement.

Miscellaneous Expenses:

- Cab fare to and from airport or hotels will be reimbursed; (receipt required);
- Regular parking fees at the airport, hotel, or conference center will be reimbursed; (receipt required);
- Valet parking will not be reimbursed.
- Personal expenses (telephone calls, etc.) will not be reimbursed;
- Misc. expenses as deemed appropriate by the Principal/Department Head may be reimbursed;

Conference Registration and Hotel Registrations: Requests for payment of registration fees and hotel registrations can be paid using a District Procurement Card or by Purchase Order. A properly approved *Out of District Travel Pre-Authorization & Reconciliation Form* with all appropriate approval signatures along with the purchase order should be submitted to the Accounts Payable Clerk **at least fourteen (14) days prior to the scheduled travel date.** (This time period allows adequate time to process the request, produce the check and mail it to the conference registration within the time frame required for registration.) In the event that an employee is required to travel out-of-district as a result of a notice that does not fall inside the fourteen day calendar window described above, the employee should attach the dated notice (email or letter) to the employee travel preauthorization form. However, travel should not occur until all appropriate signatures are secured.

Purchase Order and Procurement Card Instructions for Conference Registrations:

- must have an *Out of District Travel Pre-Authorization & Reconciliation Form* attached;

- must have a copy of conference documentation (must show name of conference, date, location, and cost per person) attached.

Purchase orders and Procurement Card Statements for conference registrations must contain the following information:

- Name(s) of people attending
- Date of conference (only the dates that the teachers/staff will actually be attending).
- Cost for each person
- Location of conference
- Name of conference
- Description under "Purpose" at the bottom of the PCard Authorization Form

Purchase Order and Procurement Card Instructions for Hotel Registrations:

- must have an *Out of District Travel Pre-Authorization & Reconciliation Form* attached;
- must have a copy of hotel confirmation (must show name of hotel, name of person, date, and cost per room).

Purchase orders and Procurement Card Statements for hotel registrations must contain the following information:

- Name(s) of people that rooms are being booked for
- Date(s)
- Cost per room
- Confirmation number
- Name of conference/function attending

The District will not pay for personal expenses added to the lodging bill such as phone calls, health facility fees, meals, movies, and other incidentals.

Deposits

The District does not pay deposits unless prior approval is obtained from the Chief Finance Officer. However, hotel deposits can be secured using the Procurement Card.

Travel Advance

Travel advances may be issued in extraordinary circumstances. In the event an advance is necessary, the following procedures must be followed:

- Approval in written form from the Superintendent or designee must be received in Accounts Payable at least fourteen (14) days prior to scheduled travel.
- In the event that an employee requires a travel advance as a result of a notice that does not fall inside the fourteen-day-calendar window described above, the employee should attach the dated notice (email or letter) to the employee travel preauthorization form. However, travel should not occur until all appropriate signatures are secured.
- In the event the travel advance exceeded the actual expenditures, a check made payable to Darlington County School District must be made upon the employees return to work. If the check is not received within ten days, a letter will be sent to the employee's home address informing the employee that the advance amount will be reported to the IRS as wages. The amount will be added to the employee's W-2 form and the employee will no longer be eligible for further advances.
- If a balance is due to the employee, a check will be reimbursed to them following the receipt of acceptable documentation in the Accounts Payable Department.

Airfare

The school or department is responsible for making all travel arrangements.

- The Procurement Card may be used to make airline reservations through the airline only; third party reservations via internet are not authorized; examples: Expedia, Travelocity, etc.
- Air travel allowance is limited to coach fare; **other than coach must be approved by the Superintendent;**
- Original receipt or E-Ticket must be submitted. (Credit card receipts are not acceptable documentation.)

PAYMENT SCHEDULE

Checks for reimbursements, hotel registrations, and conference registrations are normally issued on Friday of each week. Reimbursement requests and invoices must be received by the Accounts Payable Clerk by 4:00 p.m. on the Tuesday afternoon to be included in the Friday check distribution Requests or invoices received after that time will be held until the next scheduled check distribution date.

PREPAYMENT FOR GOODS AND SERVICES

The District provides prepayments for very limited types of procurements. These include, but are not limited to, prepayment of subscriptions, dues, and certain maintenance and license fees.

Prepayment for standard goods or services is prohibited. Exceptions are to be made only in those situations in which no other source for the goods or services are available and no other arrangements can be made.

Justification must be provided to the Procurement Department for approval prior to the purchase.

Prepayment Procedure

- Requisition is prepared, authorized ,and approved;
- Purchase Order is prepared, reviewed, and approved.
- Purchase Order with supporting documentation is forwarded to Accounts Payable with required approval signature(s). Supporting documentation includes an invoice or a form indicating what the procurement pertains to, when it will occur, for whom, and the amount (as applicable). Submission of supporting documentation with the PO is required.
- Invoice is processed; Check will be printed and mailed to supplier unless special instructions are indicated on the Purchase Order.

WAREHOUSE OPERATIONS

The District maintains a warehouse stocked with custodial supplies, paper products, miscellaneous District printed forms, projector bulbs, ballasts, and other miscellaneous items as necessary for the routine operation of the District.

Purchases from the Warehouse are made by entering a requisition using the Financial Software program. Delivery will be made to the requisitioning school or department by Warehouse personnel within a reasonable timeframe after the order is received.

Warehouse personnel are also responsible for the pick-up and storage of surplus items until they can be properly disposed of.

Requisitioning Procedures

Supply orders are requisitioned using the Financial Management Software program currently in use. Charges will be applied accordingly.

CHARTER BUS LINES

The Procurement Department is responsible for approving charter bus lines that are available for use by the schools for field trips, ball games, etc. A list will be maintained and distributed by the Procurement Department as necessary. Only the bus lines that have been pre-approved by the Procurement Department can be used. Charter companies are only included on our approved listing if they have registered with the State Motorcoach Association and provide the District with a current COI.

PROCUREMENT CARD

The purpose of a Procurement Card is to maximize the use of educational funding while providing necessary controls. The Card is a means to simplify small dollar purchases of materials and services. The Darlington County Procurement Code applies to purchases paid for in this manner also. The same competition thresholds apply. A District Procurement Card may be used to purchase supplies, materials, equipment and services with values of less than $2,500.00 per transaction. The Procurement Department will assign dollar limits accordingly.

Only designated employees that have signed a user agreement may, in the process of conducting School District business, use the District's Procurement Card for specific items. Card usage shall be audited regularly and must adhere strictly to usage procedures.

Procurement Department Responsibilities

The Procurement Department will be responsible for administering the procurement card program. A list of cardholders, card numbers, along with established spending limits shall be maintained in the Finance Department.

Cardholder Responsibilities

Along with the authority to use the Procurement Card comes the responsibility of:

- Monitoring the Procurement website for changes to the Procurement Card program;
- Employees are required to keep the card secure at all times. The District Procurement Card is to be protected by the same safeguards that are applied to the security of a personal credit card. It is left to the discretion of each cardholder to determine where the most secure place would be.
- If the card is given to someone else for a purchase, the cardholder shall record the name, date and purpose of transaction on an *Authorization Form for Using Procurement Card.* The person borrowing the card must also sign the form. This form must be attached to the monthly statement also with the corresponding receipt(s);
- Reconciling transactions monthly;
- Miscellaneous responsibilities as deemed necessary by the Procurement Department;
- Ensuring receipt of materials and services;
- Contacting the supplier to resolve any delivery problems, discrepancies and damaged goods claims.

How to Obtain a Procurement Card

The employee must:

- be an employee of Darlington County School District and be on the approved cardholder list;
- complete and sign the District Procurement Cardholder Agreement;
- forward completed Agreement to the Finance Department;
- must pick up the procurement card in person;
- must sign the back of the card immediately upon receipt and call the telephone number indicated to activate the card.

Card Cancellation

The procurement card must be cancelled for the following reasons:

- The cardholder's termination of employment with the District;
- The cardholder's transfer to another position or location within the District;
- The card is revoked by the Finance Department due to misuse by the cardholder.
- Fraudulent activity has been detected.

To cancel a procurement card, the card should be cut in multiple pieces and returned to the Finance Department immediately. Do not send the destroyed card through the inter-departmental mail courier.

Card Surrender

The Procurement Card must be temporarily surrendered to the Finance Department at the beginning of a leave of absence.

Spending Limits and Guidelines

Spending Limits: $2,500 maximum per transaction for all cardholders;

Monthly limit is determined by the Procurement Department on budget considerations. There is no annual limit, therefore, reconciling your monthly statement to the District's Financial Software program is essential for budget control;

It is important to remember that District funds will be committed each time the card is used. Procurement Card privileges will be revoked if the Cardholder willfully violates policies or procedures or uses the card for personal purchases. Unauthorized purchases will result in personal liability, criminal, and/or civil prosecution.

Purchases that exceed $2,500 should continue to be processed through the Procurement Department. Single purchases should not be divided to circumvent the $2,500 limit per transaction. These type of transactions will be regarded as an Unauthorized Purchase (see Unauthorized Purchases).

Receipt of Materials and Services

The cardholder shall be responsible for ensuring receipt of materials and services, and for contacting the supplier to resolve any delivery problems, discrepancies and damaged goods claims.

Card Transactions
Each Cardholder is responsible for entering each transaction in the Financial Software Program used by the District. All transactions shall be entered in a timely manner.

Point of Delivery
Goods purchased with the Procurement Card shall be shipped for "desktop" delivery rather than to the District Warehouse. Suppliers should be given a complete mail to or ship to address to guarantee correct delivery.

Returns and/or Exchanges
- Make arrangements with the supplier before shipping an item for return;
- The supplier must credit a return and charge a new transaction. Exchange of like items (i.e. different colors, etc.) may not require a credit transaction;
- It is a merchant violation to refund cash for a credit card return. Do not allow merchants to do this. It is a Cardholder violation to accept cash. Violations of Procurement Card usage will result in criminal or civil prosecution.
- Document all returns and exchanges. This information may be needed for a formal dispute.

Disputed Transactions
The Cardholder is responsible for contacting the supplier about any erroneous charges, returns or disputed items. Disputed billing can result from:
- Failure to receive goods or services charged
- Fraud or misuse
- Altered charges
- Defective merchandise
- Incorrect amounts
- Duplicate charges
- Credits not processed

Cardholder Recordkeeping
- Each Cardholder must maintain files of transactions by month and by fiscal year. Included in each file must be copies of receipts; bank statements, transaction log sheet. Cardholders must maintain documentation in a manner that will allow an auditor to quickly and easily review the records.

- When making a purchase via telephone, internet, or mail order, the Cardholder must request that a receipt or confirmation of the order be mailed directly to the Cardholder, (not Accounts Payable nor Procurement);

- The Cardholder should always obtain and document the name of the individual who took their order;

- The Cardholder should retain all shipping documentation.

Card Renewal
A renewal Procurement Card will automatically be mailed to the Finance Department two years from the issue date. Cardholders will be notified when their new cards are available for pick up. Renewal cards must be personally picked up and the Cardholder must sign that they have received it.

Lost or Stolen Card
If a Procurement Card is lost or stolen, notify the Procurement Department immediately.

Reconciliation
Reconciliation is defined as a comparison of original receipts to the statement received from the financial institution. Each Cardholder will receive a detailed statement from the Financial Institution for their card at the beginning of every month. This statement will list the transaction(s) that have transpired for the month and should match the Cardholder's records.

- Reconciliation must be performed monthly;
- Reconciliation should be performed by someone other than the Cardholder and be signed with the reconciler's signature and the date;
- Compare card receipts to monthly statement;
- Payment must be processed in the District's Financial Software program before the statement is sent to the Procurement Department for payment;
- Refer to Financial Calendar for monthly cut-off date for reconciled statements to be received in the Procurement Department.
- Transactions occurring after the 25th of the month may not appear on your statement; these items should be carried forward to the next month);
- Authorization to pay received from the Cardholder shall be perceived as approval of all transactions appearing on their current statement.

Audit Procedures
Darlington County School District Finance Department will perform regular audits of procurement card files. Such audits will be designed to verify that card transactions are authorized and appropriate and to verify that required documentation has been properly accumulated, approved and filed. Procurement Card activity shall be monitored by the Procurement Department. All cards shall be cancelled that have had no activity for twelve (12) continuous months.

In the event of an audit finding, the following actions, depending on the severity of the finding, will be consequences of misuse:

- Surrender of procurement card;
- Privileges revoked;
- Unauthorized or non-business charges on procurement card must be reimbursed to the District by the cardholder;
- Improper or fraudulent use of the procurement card will result in disciplinary action, up to and including prosecution and/or termination of employment.

Reasons to Suspend and/or Revoke Procurement Card Privileges

- Failure to adhere to District policies and procedures;
- Failure to safeguard the procurement card from unauthorized use;
- Use of procurement card for non-district or personal purchases;
- Failure to keep all necessary documentation on procurement card transactions;
- Failure to reconcile monthly charges.

Consequences of Procurement Card Misuse

Possible actions against cardholder:

- Surrender procurement card – privileges revoked;
- Unauthorized or non-business charges on procurement card is the cardholder's responsibility to reimburse the District or the unauthorized charges may be deducted from employee's pay;
- Improper or fraudulent use of procurement card will result in disciplinary action, up to and including prosecution and/or termination of employment;
- In all cases of fraudulent use of a procurement card, the Superintendent and Chief Financial Officer will be notified of the misconduct involved.

Restricted Purchases of Procurement Card

- Alcoholic Beverages
- Cash Advances
- Contributions/Donations
- Controlled Substances/narcotics
- Entertainment (Example – Food at conference and in-room movies) NO Bounce House rentals, NO limo ride rentals, NO Game Truck rentals, etc. – These items should be paid for with SAA funds.)
- Firearms/Ammunition
- Food for personal use
- Food Trucks
- Insurance
- Legal Services
- Local store purchases that can be purchased via Purchase Order
- Memberships – Ex: Sam's Club, Amazon Prime, Club charges – No Sam's Club or Amazon charges
- Payments to Individuals (1099)
- Parking Permits
- Personal Use
- Phone Cards
- Products available through the District Warehouse
- Purchases over assigned card limits
- Purchases requiring a contract
- Radioactive Material
- Student Activity fund purchases (Unless otherwise approved)
- Student Payments (Ex: Tuition, which should be paid by check)
- Temporary Help
- Third party bookings of reservations – Ex: Expedia, Hotels.com, etc.

Allowed Purchases

- Airfare (when an approved conference requires air travel)
- Rental cars (for approved conference travel)
- Registration, Certificate and Testing fees that require use of a credit card
- Out of the country purchases when required (Ex: certain IB program fees)
- Foods purchases for pre-approved Professional Development meetings held in District.
- Local small (less than $500) incidental purchases when a Purchase order cannot be used. (Ex: Walmart, Dollar General, etc. to pick up supplies for meetings, misc. office items, etc.)
- Local small purchases by Operations personnel for immediate repair needs.
- Hotels reservations
- Gift Cards – Must be from restaurant/fastfood – Can only use Staff Incentive Acct – 100-233-410-1000-??

Internet Purchases

Purchases on the Procurement Card via the internet are allowed for the following types of vendors when a Purchase Order cannot be done -

- Those the District has a contract with;
- State Contract Vendors;
- Local Vendors;
- Others as approved by the Procurement Department.

Receipt documentation

Receipt documentation must be maintained to support the Internet order: All documentation must be itemized reflecting the individual item and its cost as well as the total cost of the purchase.

- Web sites that present an on-line receipt, reflecting the billing amount and a company logo or name will serve as proper documentation. Simply print the on-screen document.
- Web sites that reflect the billing amount with email confirmation will serve as proper documentation by printing the on-screen receipt and confirming email .
- **Web sites that do not present an on-line receipt or order confirmation cannot be utilized.**

Security for Purchases through the Internet

All current restrictions to purchasing card use also apply to the use of the card for Internet transactions.

On-line purchases must be made with vendors using a Secure Sockets Layer (SSL) browser session. There are several ways to confirm that a secure area has been accessed. All SSL capable browsers have a symbol to indicate secure mode, but the secure mode may not appear until going further into the web site. Specifically, look for the following:

Browser	Symbol Location	Normal (Insecure) Mode Symbol	Secure Mode Symbol
Netscape 1.2, 2.0, 3.0	Lower Left	Broken Key 	Complete Key 
Netscape Communicator 4.0	Lower Left	Open Lock 	Closed Lock 
Microsoft Internet Explorer	Lower Right	No Symbol Appears	Closed Lock 

Customers must use the same care and common sense in supplier selection as they would with any other purchasing method. The objective should be to balance quality and service with price.