ESCAMBIA COUNTY PUBLIC SCHOOLS
TRAVEL & BUDGETED FUNDS
PROCUREMENT CARD MANUAL

PROCUREMENT DEPARTMENT

Please visit the Procurement Card Program webpage at:
https://escambiaschools.org/departments/procurement/home

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Copies of all attachments can be downloaded on the Procurement Card Program webpage.

A. PURPOSE AND SCOPE

This manual exists to establish policy and procedures for the Escambia County Public Schools (ECPS) Procurement Card Program. These procedures apply to all ECPS employees participating in this program. The goals of the Procurement Card program include:

1. Providing an efficient and cost-effective method of procuring and paying for goods and services required by schools and departments.
2. Speeding the acquisition of goods and services of $10,000.00 and below.
3. Ensuring that Procurement Card purchases are in accordance with Board Policies, Florida Statutes, Florida Administrative Code, and Federal guidelines.
4. Establishing internal controls within each school or department to ensure that the ECSD Procurement Cards are used for authorized purposes.

B. DEFINITIONS

Approving Authority - The School Principal, Department Manager, or Director shall be the approving authority, approving all purchases prior to acquisition. See Section R for Department Options. The approving authority shall approve issuance of cards to employees under his/her direction and may act as a custodian of the cards.

Billing Address – The cardholder's work location address is the billing address.

Budgeted Funds Procurement Card - The card issued to a cardholder to purchase items utilizing ECPS Budgeted or Federal Funds. The card displays the ECPS Tax Exemption Number, the cardholder's name, and the name of the school or department. The bank purges all cards that are inactive for a one-year period. If the bank purges a card for inactivity, it is ECPS Policy to decline future requests for a new card unless the requesting Cardholder has changed positions.

Capital Items - Assets with a cost of $5,000.00 or more per item (including shipping) which are tagged and inventoried by ECPS. Capital Items also include some items that are added to ECPS asset inventory that fall below the $5,000.00 threshold such as computers and iPads/Tablets with a screen size of 10" or larger. Capital Items are considered allowable expenses to be placed on the ECPS Procurement Cards with the exception of the items on the "Prohibited List" on Attachment "I".

Cardholder - The name printed on the Procurement Card and the only person permitted to use the card unless authorized on the Request Purchase Utilizing Procurement Card Form (Attachment C). This authorization to use someone else's card is valid only for purchases made via the internet or telephone. This form can only be used for a single purchase. If additional purchases from the same vendor are required, there must be a form completed for each purchase. Do not take someone else's card to a place of business in an attempt to make a purchase.

Card Management System - Regions Bank software program allowing access to bank statements. Cardholders and Card Managers should log on via the following address: https://onepass.regions.com/OnePass

Daily Limit – This limit is the same dollar amount as the monthly limit.

Daily Transaction Count Limit – The maximum number of transactions that can be placed on a Procurement Card in a day.

Declined Charges – When the bank turns down a Procurement Card transaction.

Director of Procurement – The Procurement Department Employee acting as ECPS's Procurement Card Program Administrator.

ECPS Procurement Card Contacts – The Procurement Department employees acting as the Program Managers performing strategic and analytical reporting, focusing on daily program operations, fraud control, and program expansion. Acts as liaison between ECPS and financial institution which issues Procurement Cards.

General Procurement Email Address – An email address to which all Procurement personnel have access. Override and limit increase requests must be sent to this address.

Merchant Category Code (MCC) – A four-digit code that represents the specific type of goods or services a business provides. The MCC is assigned by Visa to classify the business.

Monthly Limit - The maximum dollar value of all transactions a Cardholder is authorized to make during a billing cycle. A billing cycle runs from the first day of the month through the last day of the month.

Monthly Transaction Count Limit – The maximum number of transactions that can be placed on a Procurement Card in a month.

Pending Transaction - An authorized transaction with a hold on the cardholder's balance for the purchase amount until the transaction clears the account.

Posted Transaction – Purchases that have cleared on the card account and the funds have been paid to the merchant.

Professional Services - A purchase to pay an individual or company to provide a service. Refer to Prohibited List on Attachment J.

Procurement Card Manager (Bookkeeper, Secretary) - Employee designated by the Approving Authority to be responsible for the reconciliation and documentation of all purchases, maintaining records of transactions in the Skyward software system, and coding of Procurement Card transactions for a specified Cardholder(s). The Card Managers will also oversee Procurement Card use at their site. Procurement Card training and Skyward P-Card training are required for this person. The Card Holder cannot manage their own card.

Senior Procurement Specialist – Procurement Department employee(s) acting as ECPS's Procurement Card Program Supervisor.

Single Transaction Limit – The maximum value of a charge a Cardholder is authorized to make via a single transaction. The limit is set at $8,000.00 for Procurement Cards (unless a lower or higher limit has been set) and $3,000.00 for Travel Cards. These limits can be raised or lowered on a case by case basis through an email request to Procurement. Requestor must copy the Approving Authority, the Cardholder, the ECPS Procurement Card Contact, and the General Procurement Email Address.

Skyward - ECPS's financial software used for coding and processing Procurement Card charges.

Sole Source – The only vendor that can provide you with the merchandise that you need. Sole source purchases must be posted on the Procurement Website for fifteen (15) business days prior to the purchase to ensure there are no other firms that can supply the desired goods or services. The determination of applicability of sole source is made by the Procurement Specialist.

Travel Card – The card issued to an ECPS employee who travels three (3) or more times per year. The card displays the letters "TA" after the cardholder's last name to signify "Travel Account", the ECPS Tax Exemption Number, the cardholder's name, and the name of the school or department. This card can only be used to charge specified travel expenses for the Cardholder and/or lodging expenses for authorized non-cardholders. The bank purges all cards that are inactive for a one-year period. If the bank purges a Travel Card for inactivity, it is ECPS Policy to decline future requests for a new card unless the requesting Cardholder has changed positions.

C. CONTACT INFORMATION

Procurement

General Procurement Email Address:	procurement@ecsdfl.us
Primary Contact:	Rhonda Waters, 850-469-6202 ECPS Procurement Card Contact Email: RWaters2@ecsdfl.us
Secondary Contacts:	Kayla Thompson-May, 850-469-6204 Senior Procurement Specialist Email: kthompsonmay@ecsdfl.us Dawn Greenberg 850-469-6205 Senior Procurement Specialist Email: dgreenberg@ecsdfl.us
Program Administrator:	Allison Watson, 850-469-6120 Director of Procurement Email: AWatson@ecsdfl.us

Contact us at procurement@ecsdfl.us:
-If a credit card transaction is declined
-If the monthly spend limit needs to be raised
-If your Regions Bank password isn't working
-If you suspect a fraudulent charge on your credit card
-If you can't find your credit card
-For Procurement Card and Regions Bank Access Training
-If you're not getting email notification for Procurement Card charges
-If you can't access your bank statement
-To order a new Procurement Card
-For assistance with a disputed item
-To cancel a Procurement Card

Accounting Operations

Primary Contact: Angel Kehoe, 850-469-6211
Email: AKehoe@ecsdfl.us

Secondary Contact: Cristie Hayes, 850-469-6307
Email: CHayes1@ecsdfl.us

Director: Debbie Fussell, 850-469-6119
Email: DFussell@ecsdfl.us

Contact us:
-For training and assistance with processing transactions in Skyward
-For information regarding fiscal year deadlines for Procurement Cards

Bank - **Budgeted Funds Cards and Travel Cards** (Customer Service)

Regions Bank: 24 Hour Service (Customer Service)

Toll Free Number: 1-888-934-1087

Contact: For Lost or Stolen Cards

Do not respond to any email or phone requests for Procurement Card information. Instead, delete the email and/or tell the caller you are not permitted to give out information. Regions Bank will contact the Procurement Department for all information requests.

Reporting Process for Lost/Stolen **Budgeted Funds and Travel Cards**

If a card is noticed to be missing **after** business hours, immediately call the Bank's Customer Service Center at 888-934-1087 to report the card as lost/stolen.

If a card is noticed to be missing **during** business hours, contact Procurement who will set the card's spend limit to $1.00. This will allow time for the Cardholder and Card Manager to verify the card is truly lost. Once the card has been verified as lost, Procurement will cancel the card and order a new card. If Procurement has ordered a new card and the lost card has been found, it should be shredded.

Dispute of **Budgeted Funds and Travel Card** Fraudulent Charges

If fraudulent charges are suspected **during** business hours, first contact Procurement who will set the card's spend limit to $1. This will allow time for the Cardholder and Card Manager to verify if the charges are indeed fraudulent. If the fraudulent charges are discovered **after** business hours, then contact Regions Bank Customer Service at 888-934-1087 to report the charges and obtain a case number. Provide notification of the charges and the case number to Procurement on the next business day.

The vendor should be contacted to notify them that a fraudulent charge is suspected. To determine if fraud is involved, ask the vendor:

1. What merchandise was ordered and what is the name of the person who placed the order?
2. What is the shipping address for this merchandise?

If the transaction is fraudulent, ask the vendor to cancel the order, stop shipment on the merchandise, and reverse the authorization. If the transaction has already posted, request a credit.

Every effort should be made to contact the vendor before filling out the Procurement Card Customer Dispute Form, which will be sent by the bank to Procurement. The Bank requires ECPS to contact the vendor before reporting a dispute. Search for the merchant's phone number/contact information by doing an Internet search.

D. CARD DESCRIPTION

The face of the Procurement Card displays the ECPS logo, our tax exemption number, the name of the Cardholder, and the Cardholder's school or department name. If the Cardholder transfers to another school or department, the Procurement card must be canceled. No other person is authorized to use the card other than the Cardholder unless noted on the Request Purchase Utilizing Procurement Card Form (Attachment C) and authorized by the Approving Authority. This authorization to use someone else's card is valid only for purchases made via the internet or telephone. This form can only be used for a single purchase. If additional purchases from the same vendor are required, there must be a form completed for each purchase. Do not take someone else's card to a place of business in an attempt to make a purchase. Due care shall be exercised by the cardholder in protecting the confidentiality of the credit card number and information.

E. PROCUREMENT CARD TYPES

The card type determines the applicable expenditure limitations and appropriate card uses as follows:

Budgeted Funds Procurement Cards – to be used to purchase materials, certain services, and supplies for classrooms and offices. All new cards will have their single transaction limit set to $8,000.00 and their monthly limit will be set to $10,000.00 **unless** adjusted upward or downward based on past or anticipated card usage. Prohibited purchases and practices for this type of card are listed on the next page.

PROHIBITED PROCUREMENT CARD PURCHASES:

- Instructional Software & Licenses
- Computers
- Copiers
- Electronic Personal Assistants (i.e. Echo Dot, Google Home, etc.)
- iPads & Tablets w/screen size 10" or larger
- Gas, Fuel, and Oil
- Professional Services (speaker, consultant, trainer)
- Alcoholic Beverages
- Warehouse Items
- Cell Phones/Service
- Travel, Lodging, or Meals
- Ride Sharing (i.e. Uber & Lyft)
- Entertainment
- Gratuity Tips (Voluntary Add-Ons) **Exception: Tip Is Automatically Included On The Bill**
- Tobacco
- Personal Services (massages, manicures, hairdressers)
- Student Incentives
- Fund Raising Materials
- Jewelry
- E-Reading Devices (Kindle, Nook, etc.)
- Video Doorbells
- Personal Items (such as coffee pots, fans, heaters, and personal computer accessories)
- Telephone Calls (personal)
- Food from Restaurants (exceptions in Section R)
- Food for Non-Instructional Purposes
- Contracts (contact Procurement Department)
- Employee Incentives or Awards
- Taxable Items
- GPS Devices
- Medical or Legal Services
- Decorations and/or Decorative Furniture
- Cash Advances
- Purchases Outside Continental US
- Gifts (Certificates & Cards)

Refer to Section O. Violations for potential actions which may be taken in response to a Cardholder's failure to comply with the rules listed in this document.

Disclaimer: The list of prohibited items appearing in this manual are not meant to cover every item that cannot be purchased with a Procurement Card. Good judgment must be used when determining whether a product falls into any of the categories listed above. For guidance on any potentially questionable item, please contact the appropriate Procurement Specialist.

PROHIBITED PRACTICES:

- When using a Budgeted Funds Procurement Card, accepting incentives other than discounts from the vendor is not permitted.
- Furniture may not be purchased without first consulting Stacey Marshall, Procurement Specialist at smarshall2@ecsdfl.us or 850-469-6208.

Travel Cards – to be used **for travel expenditures for the Cardholder only**. The monthly limit and single transaction limit are each $3,000. This card type will have the letters "TA" embossed on the card after the Cardholder's last name. Travel expenses include:

- Hotel (lodging, business calls, etc.) – Non-cardholder lodging expenses may be charged to the Travel Card of a traveling companion with prior authorization noted on the non-cardholder's T2.
- Gas (Rental cars or ECPS owned vehicles only)

- Seminar/Conference Registrations (Some registrations may be declined due to the vendor's MCC. If this occurs, it is acceptable to process the transaction with a Budgeted Funds Procurement Card.
- Tolls, Parking
- Internet Access Fees (If needed for business purposes)
- Baggage fee if airline charges for first bag (limited to one (1) bag only)

The complete Travel Claim Procedures can be found on the Accounting Operations Website.

PROHIBITED TRAVEL CARD PURCHASES:

Airline Tickets (Contact ECPS Travel Office)
Rental Vehicles (Contact ECPS Travel Office)
Meals or any food items
Entertainment
Personal Expenses (phone calls, movies, room service, personal items, etc.)

F. PROCESS OVERVIEW

To Obtain a Procurement Card

1. Future Cardholder will complete a Procurement Card Cardholder Request Form (Attachment A), have the form approved/signed by the Approving Authority, and send the form to the General Procurement Email Address.
2. The Cardholder is required to attend Procurement Card Training administered by the Procurement Department. If the Cardholder had previously received the training and transferred to another location, additional training is not required if the Cardholder immediately requests a new card at the new location.
3. The Cardholder will read, sign, understand, and abide by the Procurement Card Cardholder Agreement Form (Attachment B). Procurement will then issue a Procurement Card to the employee.

To Make a Purchase (See Section R for Departmental Options)

1. The Cardholder will complete a Request Purchase Utilizing Procurement Card Form (Attachment C) and have it approved by Approving Authority. This form can only be used for a single purchase. If additional purchases from the same vendor are required; a form must be completed for each purchase.
2. The Card Manager will check for availability of funds and sign out the Procurement Card to the Cardholder.
3. The Cardholder purchases from a vendor who accepts Visa credit cards. For in-person transactions, the Cardholder will present the Procurement Card and his/her School/Department ID badge or driver's license at the point of sale.
4. The vendor processes the card information to obtain authorization for the purchase.
5. The Bank verifies the account number and spending control limits on the card.
6. The Cardholder receives the merchandise and a copy of an itemized receipt.
7. The Cardholder delivers the receipt and card to the Card Manager, who processes the charge utilizing Skyward.
8. The vendor receives payment for the merchandise within three (3) days.
9. ECPS receives transaction information electronically from the bank and loads the data into Skyward.

10. Both the Approving Authority and Card Manager will receive email notification that a charge has been made on the card.
11. The Card Manager enters the budgetary coding and description of the purchase into Skyward as soon as the purchase appears in Skyward. The itemized receipt is attached to the transaction and submitted for approval by the Card Manager.
12. The Card Manager receives an email notification monthly regarding the availability of the monthly statement. The Card Manager then logs into to the Regions Bank web site, https://onepass.regions.com/OnePass, and downloads the statement.
13. The Card Manager provides the statement to the Cardholder for review. The Cardholder ensures that all charges appearing on the statement are legitimate and correct, signs the second page of the statement, and returns the statement to the Card Manager.
14. The Card Manager reconciles all purchases and credit activity in Skyward.
15. During the first days of each month, the Card Manager sends the statement via Gmail to P-Card Reports (pcard@ecsdfl.us).
16. The Card Manager files these forms with all associated vendor receipts. Documents may be stored electronically, but must be securely backed up via an ECPS IT Department-approved backup method. Refer questions to the Senior Financial Analyst in the Accounting Operations Department for length of time records need to be kept.

G. RESPONSIBILITIES

Cardholder is responsible for the following (See Section R for Departmental Options):

1. Ensuring that sufficient budget is available before a purchase is made.
2. Completing the Request Purchase Utilizing Procurement Card Form (Attachment C) and obtaining approval before making a purchase. This form can only be used for a single purchase. If additional purchases from the same vendor are required, there must be a form completed for each purchase.
3. Buying only what is listed on the Request Purchase Utilizing Procurement Card Form.
4. Informing vendor of tax-exempt status PRIOR to the purchase.
5. Requesting ECPS discounts. All efforts should be made to purchase items on a competitive bid unless there are circumstances that warrant otherwise – delivery, product availability, etc.
6. Ensuring that the vendor does not charge a fee for taking a credit card PRIOR to the purchase. Credit card surcharges should not be agreed to or paid.
7. Collecting and then submitting receipts to the Card Manager within one (1) business day.
8. Receiving and promptly inspecting all ordered materials and services.
9. Reporting discrepancies to vendor.
10. Reporting lost, stolen, or compromised cards immediately (See Section L).
11. Identifying and handling disputed charges.
12. Checking the School Procurement Card out and in on the same business day, or next business day, unless other arrangements have been approved by the School Principal, Department Manager, or Director.
13. Signing Monthly Bank Statements and verifying for valid charges.
14. Complying with ECPS rules and procedures.

15. Completing any required documentation requested by the bank if fraud occurs. Failure to complete the documentation before the bank's deadline could result in the school or department absorbing the loss of the fraudulent charge(s) and/or the card being revoked.

Card Manager is responsible for the following (See Section R for Departmental Options):

1. Checking Cardholders' pending charges daily on the Regions Bank website.
2. Holding and securing all Procurement Cards and card numbers.
3. Maintaining the Procurement Card Check Out Log (Attachment F) and the Procurement Card Cardholder Activity Report (Attachment E).
4. Obtaining the completed/approved Request Purchase Utilizing Procurement Card Form (Attachment C) before checking out the card to the Cardholder or placing the order via telephone or internet. This form can only be used for a single purchase. If additional purchases from the same vendor are required, there must be a form completed for each purchase.
5. Sending email request(s) for a single transaction limit increase or MCC override. An override must be requested for any single transaction over the Cardholder's Single Transaction Limit or MCC approval. A requisition may be required for some transactions. Do not split a transaction into multiple transactions. To request an override, send an email to the General Procurement Email Address, and the Procurement Card Contact(s) with the Cardholder and the Approving Authority in copy. The following information should be included in the email:

    a. The Cardholder's name.
    b. The funding source (Federal, ECPS Budgeted, etc.).
    c. The total amount of the purchase including shipping.
    d. Attach a quote or printout/pdf of a shopping cart. If the total purchase including shipping is over $15,000.00, then three (3) written quotes, a contract, or a sole source letter must be provided unless otherwise exempted by the Director of Procurement. Sole source requests must be posted on the Procurement Website for fifteen (15) business days.

    Once approved, a separate email will be sent stating when the override will expire.

6. Matching receipts with the charges displayed in Skyward.
7. Assigning coding to transactions.
8. Assisting in the handling of disputed charges and assisting the Cardholder with completing the dispute documents and submitting them to the bank.
9. Entering all purchase and credit information into Skyward on the day of the email notification of charges or as soon as possible.
10. Printing the Regions' Bank statement for each Cardholder on the first business day of the month.
11. Obtaining the Cardholder's signature and sending scanned statement to pcard@ecsdfl.us. Refer to Accounting Operations Department for monthly deadlines.
12. Notifying the ECPS Procurement Card Contact when changes occur to either Card Manager(s), Cardholder(s), or both. This includes resignation, retirement, transfers, or extended leave. After a change in an employee's work status, a Cardholder

Maintenance form should be sent to the Procurement department within ten (10) business days.

13. Reading the Escambia County Public Schools Travel & Budgeted Funds Procurement Card Manual upon notification of any changes by the ECPS Procurement Card Contact.
14. Responding appropriately to semi-annual Procurement Card audit emails sent by the ECPS Procurement Card Contact.

Approving Authority is responsible for the following:

1. Designating a primary and backup Card Manager and authorizing all Cardholders.
2. Collecting revoked cards from Cardholders or collecting cards from terminated or transferred Cardholders, destroying the cards, and relaying information to Procurement within ten (10) business days. Fraud/Lost card(s) must be reported to Procurement as soon as possible.
3. Approving Procurement Card Cardholder Request Forms (Attachment A).
4. Approving requests for Procurement Card purchases by signing the Request Purchase Utilizing Procurement Card Form (Attachment C). This form can only be used for a single purchase. If additional purchases from the same vendor are required, there must be a form completed for each purchase.
5. Notifying the ECPS Procurement Card Contact when changes occur to either Card Manager(s), Cardholder(s), or both. This includes resignation, retirement, transfers, or extended leave.
6. Approving charges in Skyward.

ECPS Procurement Card Contact is responsible for the following:

1. Training Cardholders and Card Managers on Procurement Card Procedures.
2. Developing and maintaining internal controls.
3. Facilitating the issuance and cancellation of cards.
4. Reviewing and communicating to the Bank all Procurement Card requests and changes to card limits.
5. Maintaining program policy and procedures, Cardholder guides and/or manuals, and all Cardholder Application Forms.
6. Promoting the Procurement Portal to promote efficient use of the Procurement Card.
7. Coordinating program policy issues.
8. Processing Merchant Category Code changes.
9. Establishing new, or making changes to existing, Cardholders and Card Managers and updating Skyward software information and Regions Bank Card Management System information as needed.
10. Performing Procurement Card Audit Review. The Card Maintenance form will be used for the primary Cardholder's audit review. At the Program Administrator's discretion, a minimum of two semi-annual, District-wide, sample-based audits will be conducted as follows:
    - The selected locations will receive a list via email of all cardholders and the last four (4) digits of cards at their location.
    - The Approving Authority and/or the Card Manager will compare the information listed to the current Procurement Card records. A notation should be made of any corrections, additions, or deletions on the Cardholder

Maintenance form.

- The form should then be signed by the Approving Authority and sent to Procurement within ten (10) business days.
- The Procurement team will evaluate all responses and determine completeness of the audit process. Any non-compliant forms will be addressed, noted, and shared with appropriate departments, mainly Human Resources Services, in order to determine whether any further corrections or process changes should be made.

11. Assisting Cardholders to resolve fraudulent charges and disputes.
12. Acting as liaison between the Bank and the Card Manager.
13. Resetting passwords in the Regions Bank Card Management System.
14. Entering approved limit overrides.

Senior Procurement Specialist is responsible for the following:

1. Approving temporary limit increase and override requests up to $20,000.00. The timeframe of a temporary request may not exceed the current monthly billing cycle.
2. Temporarily revoking Procurement Cards.
3. Performing duties as assigned by the Director of Procurement.

Director of Procurement is responsible for the following:

1. Overseeing the Procurement Card Program.
2. Approving requests for Procurement Cards.
3. Approving temporary limit increase and override requests over $20,000.00.
4. Approving all extended or permanent limit increases.
5. Approving Cardholder Agreements.
6. Permanently revoking Procurement Cards.
7. In the Director's absence, designating a Senior Procurement Specialist to perform her/his responsibilities as assigned.

Bank is responsible for the following:

1. Activating and deactivating Procurement Cards at the request of the ECPS Procurement Card Contact.
2. Paying suppliers.
3. Providing electronic access to account information.
4. Controlling pre-defined Cardholder limits.
5. Providing monthly statements and reporting information.
6. Providing duplicate copies of sales receipts in case of disputed charges.
7. Providing customer service.

H. PROCEDURES FOR OBTAINING AND USING THE PROCUREMENT CARD

Requesting a Procurement Card

1. To request a Procurement Card, submit a completed Procurement Card Cardholder Request Form (Attachment A) that is signed by the Cardholder and Approving Authority to the ECPS Procurement Card Contact and the General Procurement

Email Address. The Procurement Card Request Form can also be found on the Procurement website. No credit record checks are made against the individual cardholder.

2. The ECPS Procurement Card Contact will review the application and, if approved, coordinate the issuance of the Procurement Card with the Bank, and notify the Cardholder and Card Manager of the next available Procurement Card training session.
3. The Cardholder will attend a mandatory Procurement Card Program training session. After attending this training, they will sign the Procurement Card Cardholder Agreement Form (Attachment B), and be made aware of how to access the most up to date version of the Escambia County Public Schools Travel & Budgeted Funds Procurement Card Manual. This manual is updated as needed and can be found on the Procurement Card Program webpage.
4. The original signed Procurement Card Cardholder Agreement Form will be retained in Procurement.
5. The Bank issues the Procurement Card and mails it to the ECPS Procurement Card Contact. Upon mutual agreement, the Cardholder will pick up the Procurement Card from the Procurement Department. At this point, the actual Procurement Card will be issued to the Cardholder. Before using the card, the Cardholder will, in the signature space on the back of the card, write "REQUEST I.D." and activate the card using the information on the sticker on the front of the card.

Modifying Procurement Card Limits

Requests for modifications to a Cardholder's spend limits can be submitted via email by the Approving Authority or the Card Manager to the General Procurement email address at procurement@ecsdfl.us. Requests must include each of the following personnel in copy: the Card Manager and the Approving Authority. If approved by the Director of Procurement or a Senior Procurement Specialist, the ECPS Procurement Card Contact will make the approved changes to the card(s) with Regions Bank.

Using the Procurement Card – General Information (See Section R for Department Options)

1. **Requesting Permission to Order:** Use the Request Purchase Utilizing Procurement Card Form (Attachment C). This form is required and can be found on the Procurement Website. This form can only be used for a single purchase. If additional purchases from the same vendor are required, there must be a form completed for each purchase.

2. **Placing Orders:** The Cardholder may make purchases or place orders in person, electronically, or by telephone. The Cardholder should remind vendors the purchase is tax free, ask for any Escambia County Public Schools Discounts, verify the vendor accepts Visa credit cards, obtain an itemized receipt, and ensure the entire purchase (including shipping) is $8,000.00 or below unless a higher Single Transaction Limit has been approved. For purchases made via telephone, internet, or fax, the Cardholder must confirm that the supplier agrees to charge the Procurement Card when shipment is made and instruct the supplier to include a receipt with the shipment showing all charges and that the purchase was made with the Procurement Card. The charge slip, cash register receipt, or packing slip must

show (in sufficient detail) the types and numbers of items purchased and the unit cost consistent with the material authorized by the original Request Purchase Utilizing Procurement Card Form (Attachment C). All efforts should be made to purchase items on a competitive bid unless there are circumstances that warrant otherwise – delivery, product availability, etc.

3. **Back Orders:** The Cardholder must confirm that the vendor will charge the Procurement Card only when shipment is made, so that receipt of the supplies may be verified on the monthly statement (this is also a requirement of the vendor's contract with Visa).

4. **Prohibited Purchases:** The Procurement Card is to be used for ECPS authorized purchases only. The Procurement Card cannot be used for any personal purchases. Also, all items listed in SECTION E, PROCUREMENT CARD TYPES cannot be purchased utilizing the Procurement Card. The Cardholder is the only person authorized to use the assigned Procurement Card unless noted on the Request Purchase Utilizing Procurement Card Form (Attachment C) and authorized by the Approving Authority. This authorization to use someone else's card is valid only for purchases made via the internet or telephone. Do not take someone else's card to a place of business in an attempt to make a purchase. This form can only be used for a single purchase. If additional purchases from the same vendor are required; there must be a form completed for each purchase.

5. **Security and Storage:** All Procurement Cards, including Budgeted Funds and Travel, need to be kept in a secure location by the Card Manager when not in use. The Card Manager will sign cards in and out using the Procurement Card Checkout Log (Attachment F). The Cardholder will turn in receipts for any purchases made when the Procurement Card is checked-in. The log sheet will be made available to the auditors on request. When in possession of a Procurement Card, Cardholders should always treat it with at least the same level of care as their own personal credit cards. The card account number should be carefully guarded. The card may not be lent to another person except for purchases authorized through a properly completed Request Purchase Utilizing Procurement Card Form (Attachment C). This form can only be used for a single purchase. If additional purchases from the same vendor are required, there must be a form completed for each purchase.

6. **Credit Card Limits:** A purchase may consist of multiple items, but the total (including shipping) cannot exceed the Cardholder's single transaction limit. The limits for all new Budgeted Funds Procurement Cards are set at $8,000.00 for their single transaction limit and $10,000.00 for the monthly limit. <u>This limit over time may be adjusted downward or upward by the Procurement staff based on card utilization.</u> If a card needs the monthly limit to be raised, send an email to the General Procurement Email Address requesting a temporary or permanent increase. To request an override for a single transaction limit, refer to Section G, Responsibilities, Card Manager, Item 5 on Page 10. Charges for purchases shall not be split or staggered to stay within the single transaction limit. Splitting or staggering charges will be considered abuse of the Procurement Card Program that could result in the Procurement Card being revoked. A typical example of unallowable splitting of a purchase is when a department utilizes multiple card accounts to purchase from a single vendor to circumvent an individual card's single transaction limit. Splitting of transactions to circumvent card limits is prohibited,

whether shipping to a single location or multiple locations. The single transaction and monthly limits for Travel Cards are each $3,000.00.

7. **Federal Funding:** Goods and services to be procured, which are funded by a Federal Grant Program, must be procured in accordance with 2 CFR §200.318 through §200.326 (aka Federal Super Circular), current version as may be amended by the Federal government. The Federal government requires, for expenditures above $15,000.00 and up to the bid limit (our bid limit, which is $50,000.00) using Federal funds (Title 1 Funds, Military Grants, etc.), that you:

   a. obtain three (3) written quotes, or
   b. obtain from the vendor a letter stating they are the sole source of the product(s), (Procurement will post the sole source product on the Procurement Website for fifteen (15) business days prior to the purchase), or
   c. purchase from an established competitively bid contract (e.g., state contracts).

   Expenditures under $15,000.00 require only one (1) quote.

8. **Sales & Use Tax:** ECPS is exempt from paying any State of Florida sales and/or use tax on purchases made via the Travel Card or Budgeted Funds Procurement Card. The ECPS sales tax exemption number is printed on the face of the Procurement Card. It is the responsibility of the Cardholder to make the vendor aware that the transaction will be tax-exempt prior to processing the sale. If the vendor charges sales tax, the Cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax. The cardholder is personally responsible if taxes were charged and the purchase should have been tax exempt. If this scenario occurs, and the vendor fails to credit the amount of tax charged, the Cardholder must remit a personal check made payable to Escambia County Public Schools to the Revenue Department. It is not permitted under these procedures for a vendor to issue cash to settle a sales tax error.

9. **Documentation:** For all transactions, the Cardholder must obtain acceptable Procurement Card Transaction documentation. This can be an itemized receipt (preferred), a packing slip, order status report, order confirmation report, or a like item **and must include the following**: 1) date; 2) vendor name; 3) description of merchandise/service; 4) two of the three: unit cost, quantity, line cost; 5) if you have multiple shipments and a list of items were purchased, before scanning in to Skyward, circle the cost of the items on the list that are charged to that transaction. Shopping cart screen prints, quotes, or any other pre-order documents are not acceptable. (See Attachment I). Do not process any charges over the phone unless detailed documentation can be mailed, faxed, or emailed by the vendor. The Cardholder should submit all receipts to the Card Manager as soon as possible. Receipts for all items charged to a Travel Card must be given to the Card Manager immediately upon returning from a trip.

10. **Missing Documentation:** When supporting documentation is missing, the Cardholder must contact the vendor and request a duplicate receipt. If the Cardholder is still unable to obtain documentation, the Cardholder must contact the Revenue Department and arrange to reimburse ECPS for the purchase.

11. **Credits:** The vendor must issue a credit for billing errors, sales tax, defective supplies, unacceptable services, returned supplies, or canceled orders. This credit should appear on the Cardholder's statement within 60 days. Credits should be placed back on the Procurement Card when possible. If the vendor refuses to credit the Procurement Card and instead offers cash or store credit, Cardholder must contact the ECPS Procurement Card Contact for authorization to accept such an offer. The Card Manager must ensure that all credit transactions are entered into Skyward.

12. **Declined Purchases:** When a charge is declined, the Cardholder should first contact his/her Card Manager to determine the cause of the denial. The Card Manager may access the Cardholder's account information within the Regions Bank Card Management System. A step by step guide to accessing attempted transactions is available for download on the Procurement Card Program webpage. The ECPS Procurement Card Contact and all other Procurement Department employees also have access to the Regions Bank Card Management System. If the Card Manager is unable to determine the reason for a decline, then the Cardholder and/or the Card Manager may contact the ECPS Procurement Card Contact or another employee of the Procurement Department for assistance in determining the cause of the charge being declined.

13. **E-Mail Notification:** When a charge has been posted against the Budgeted Funds Procurement Card or the Travel Card and uploaded into Skyward, both the Approving Authority and the Card Manager will be notified via an automated email from Skyward. If you are not receiving these email notifications, notify the ECPS Procurement Card Contact. This email notification assists in minimizing the ECPS's losses due to fraudulent activity. In addition, Regions Bank will notify the Cardholder via email when the monthly bank statement is available for review online.

14. **Funding:** The Card Manager should verify that sufficient funds are available prior to checking out a card and making a purchase.

15. **Procurement Card Training:** Cardholders are required to attend a Procurement Card Training before obtaining a Procurement Card, as are Card Managers before being provided Card Manager access to Skyward and Regions Bank software. Existing Cardholders must read the Escambia County Public Schools Travel & Budgeted Funds Procurement Card Manual and sign the Certification of Required Reading Form (Attachment H) and return it to Procurement before a renewal Procurement Card can be issued.

16. **Card Inactivity:** Regions Bank will cancel Budgeted Funds Procurement Cards and Travel Cards if there is a period of inactivity of one year. The bank does not send out notifications when cards are canceled. Call the ECPS Procurement Card Contact to find out if a card is active if in doubt of its status.

17. **Card Manager Change:** The ECPS Procurement Card Contact or the Director of Procurement should be notified immediately upon the change of a Procurement Card Manager. Procurement will then make appropriate changes in the Regions Card

Management System and Skyward.

18. **Compliance:** Use of the Procurement Card does not relieve the Cardholder from complying with Federal, State, and Local laws, as well as all applicable ordinances, regulations, and School Board Policies and Procedures, including Procurement Policies and Procedures. A Cardholder may be required to substantiate the necessity or official use of a transaction. Misuse of the Procurement Card may be subject to the immediate payment of all improper charges by the Cardholder to ECPS and revocation of Procurement Card privileges. The appropriate authority in accordance with ECPS Policies and Procedures will handle resolution of situations involving improper use of the Procurement Card. Misuse may result in penalties up to and including termination of employment.

19. **Questions:** Questions regarding the Procurement Card Program should be directed to the ECPS Procurement Card Contact. Questions regarding processing credit card charges in Skyward should be directed to Accounting Operations. Contact information may be found in Section C on Pages 5 and 6.

I. MONTHLY BANK STATEMENTS: BUDGETED FUNDS & TRAVEL CARDS

Reconciliation

1. The Bank will provide a monthly bank statement for each Cardholder, via https://onepass.regions.com/OnePass, for verification of charges and reconciliation on the first weekday of the month after the end of each billing cycle, which is the last day of the calendar month. It is the Card Manager's responsibility to download the statement and provide it to the Cardholder for verification. The Card Manager's User ID for the Regions Bank website will be his or her Google e-mail address. The initial password will be sent via email. The Card Manager will be directed to change his or her password upon initial sign on. The user password must be 8 – 20 characters and must contain at least two (2) numbers, one (1) upper case letter, one (1) lower case letter, and one (1) symbol.

2. Both the Cardholder and the Card Manger must verify receipt of goods for all purchases on the monthly bank statement.

Payment

1. Visa/Regions Bank pays the vendor within three (3) days of the receipt of goods or services.

2. Accounting Operations will pay a consolidated billing statement each month. Card Managers must code, attach, and submit for approval daily in Skyward. ECPS retains the right to dispute a charge for a limited time; therefore, if the need to dispute a charge occurs, contact the ECPS Procurement Card Contact or the Procurement Card Manager as soon as possible.

J. RESOLVING RETURNS, CREDITS, DISPUTES, AND ERRONEOUS CHARGES

BUDGETED FUNDS & TRAVEL CARDS

1. When initiating a return, be sure to review the vendor's return policy. Many technology vendors charge a restocking fee for their computers and other hardware when the return is not due to damage or other warranty repair issues. For example, Dell requires a 10% restocking fee, and Apple requires payment of the shipping costs.

2. The Cardholder must attempt to resolve problems directly with the vendor. The vendor must issue a credit for billing errors, sales tax, defective supplies, unacceptable services, returned supplies, or canceled orders. This credit should appear on the Cardholder's statement within sixty (60) days. Credits should be placed back on the Procurement Card when possible. If the vendor refuses to credit the Procurement Card and instead offers cash or store credit, Cardholder must contact the ECPS Procurement Card Contact for authorization to accept such an offer.

3. If the Cardholder is unable to resolve the issue with the vendor, or Cardholder's credit does not appear on the monthly statement within sixty (60) days, the Cardholder, with assistance from the Card Manager, should contact the ECPS Procurement Card Contact to resolve the matter. Procurement will contact the Bank to start the dispute, and a case number will be issued. The Bank will email Procurement a Disputed Item Report that will be forwarded to the Cardholder and Card Manager to be completed. The Card Manager will email the documents to the Bank and the ECPS Procurement Card Contact within the Bank's allotted ten (10) days. Procurement will process the above-mentioned form. Procurement will notify Accounting Operations of the dispute.

4. When an account is in a dispute status, the disputed amount will still be included in calculating the available money for authorizations (Monthly limit). However, disputed items are removed from all finance charges, late charges, over-limit fees, past due amounts and payment calculations. Disputes must be brought to the Bank's attention promptly to avoid payment of finance charges or payment of improper unauthorized or erroneous amounts.

5. After the dispute has been filed, the Bank must research the transaction and may request a copy of the sales draft when necessary.

6. If the problem is resolved between the merchant and the Cardholder while the item is in dispute, the Cardholder should notify the ECPS Procurement Card Contact.

7. If a particular merchant frequently causes issues leading to disputed charges, the Cardholder or Card Manager should notify the ECPS Procurement Card Contact.

K. SURCHARGES FOR USING A VISA PROCUREMENT CARD

FLORIDA STATUTE 501.0117 Credit cards; transactions in which seller or lessor prohibited from imposing surcharge; penalty is no longer in effect.

A seller or lessor in a sales or lease transaction may impose a surcharge on the buyer or lessee for electing to use a credit card in lieu of payment by cash, check or similar means, if the seller or lessor accepts payment by credit card. A surcharge is any additional amount imposed at the time of a sale or lease transaction by the seller or lessor that increases the charge to the buyer or lessee for the privilege of using a credit card to make payment. The seller or lessor must clearly disclose the surcharge to the buyer or lessee before payment is processed. There are six (6) states that prohibit or limit surcharging. They are: Connecticut, Maine, Massachusetts, Colorado, Kansas, and Oklahoma.

Placing an order from a business in a state that allows surcharges for use of a Procurement Card is highly discouraged. Vendors (outside Florida) that charge a surcharge for utilizing a Procurement Card should only be used in isolated instances.

L. REPORTING A LOST OR STOLEN PROCUREMENT CARD OR FRAUDULENT CHARGES

If a card is lost, stolen, or misplaced, or fraudulent charges are suspected, the Cardholder must immediately notify the ECPS Procurement Card Contact or the Director of Procurement. The ECPS Procurement Card Contact or the Director of Procurement will lower the single transaction and monthly transaction limits to $1.00. This will allow the Cardholder time to locate the card without fear that unauthorized charges can be made. When it is determined that the card cannot be found or misuse has occurred, the Cardholder must notify the Director of Procurement or the ECPS Procurement Card Contact. The card will then be canceled and a new card will be ordered. If Procurement has ordered a new card and the lost card has been found, it must be shredded.

If fraudulent charges are suspected, an attempt to contact the vendor(s) involved should be made to determine if the charge(s) is fraudulent. If a charge is deemed fraudulent, Procurement personnel will contact the Bank to report it and obtain a case number. The Bank will email the Procurement Card Customer Dispute Forms to Procurement. Procurement will process the above-mentioned form so the dispute process can begin. Procurement will then notify Accounting Operations of the fraudulent charge. Procurement will also notify the ECPS Investigator of cumulative, single-instance fraud in excess of $5,000.00, or in the event of repeated fraud related to a single Cardholder or department. Provided the fraudulent charges were reported in a timely manner, the Bank will automatically credit back the fraudulent charge(s). Once the Bank has received a credit voucher from Visa, notification will be sent to the Procurement Department.

If the card has been lost or misplaced at night or on a weekend when the Procurement Department is closed, you **must** call the Bank's Customer Service Center at 1-888-934-1087. Access to the card will be immediately blocked. Any future charges will be declined. The Cardholder will need to notify any vendor with pending charges that a new card will be ordered, and the new card number will be given to them once it arrives. The ECPS Procurement Card Contact or the Director of Procurement must be informed of your contact

with the Bank's Customer Service on the next business day. If contacted by Regions regarding an email or text fraud alert, please **immediately** contact Regions to verify or deny any transactions. If not, the card will be disabled in forty-eight (48) hours.

M. PROCUREMENT CARD TERMINATION

Employees transferring to another school or department and employees terminating employment with ECPS: The Procurement Card Manager will immediately notify the ECPS Procurement Card Contact or the Director of Procurement and fill out a separate Procurement Card Cardholder Maintenance Form (Attachment D) for each card to be terminated. This form should be completed and sent to the General Procurement Email Address. The form can be found on the Procurement Website. The ECPS Procurement Card Contact will cancel the card.

Once canceled, the card(s) should be shredded. **Do not send Procurement Cards through the courier.** If your workplace does not have a shredder, bring the card to the Procurement Department, and the card will be shredded for you.

N. REVOCATION OF CARD

Procurement Card privileges may be revoked upon the Cardholder's failure to follow ECPS Policy and Procedures. The Approving Authority, the Director of Procurement, and the Card Manager will coordinate the revocation of Procurement Cards.

If a Cardholder fails to check a card in within two (2) business days of when it was checked out, and the Approving Authority did not give prior approval to keep it for an extended period of time, then the Card Manager will immediately notify the Procurement Card Contact or the Director of Procurement, who will lower the card's dollar limit to $1.00. The Card Manager must contact the Procurement Card Contact or the Director of Procurement once the card is back in his/her possession.

Should a Card Manager or Approving Authority request via email that a card limit be reduced, the email must include a reason for the reduction.

O. VIOLATIONS (SEE SECTION R FOR DEPARTMENT OPTIONS)

Unauthorized purchases will result in disciplinary actions leading up to and including termination of employment. The employee may also be required to make payment for any unauthorized transaction. When purchases are questioned by the Approving Authority, it is his/her responsibility to resolve the issue with the Cardholder. If it cannot be satisfactorily determined that the purchase was necessary and for official use, the Cardholder must provide either a credit voucher proving the item(s) were returned for credit or a personal check made payable to ECPS for the full amount of the purchase. Checks must be sent along with the statement to the Revenue Department, and copies to the Accounting Operations Department with an explanation of why the violation occurred. Resolution of improper use of the Procurement Card will be the responsibility of the Approving Authority, as will disciplinary actions for misuse in accordance with prescribed administrative or School Board Rules. The Approving Authority will notify the Director of Procurement, who will document the situation and revoke the Cardholder's privileges immediately.

The following actions are prohibited:

1. Purchases of prohibited items (Refer to Attachment J).

2. Splitting or staggering of purchases in order to avoid the single transaction limit.

3. Purchases that exceed the Procurement Card Single Transaction Limit unless prior approval has been granted.

4. Not reporting lost or stolen cards.

5. Purchases from vendors that create a conflict of interest (i.e., purchases from companies owned or operated by ECPS employee(s), or from a company with which the ECPS employee has an employment relationship, and/or their relatives, etc.).

6. Failing to complete a Request Purchase Utilizing Procurement Card Form (Attachment C) and obtain approval prior to making a purchase.

8. Accepting cash in lieu of a credit to the statement.

9. Failing to return a School Procurement Card within two (2) business days after being checked out, unless special permission was granted from the Approving Authority.

10. Utilizing someone else's Procurement Card. No other person is authorized to use the card other than the Cardholder unless noted on the Request Purchase Utilizing Procurement Card Form (Attachment C) and authorized by the Approving Authority. This authorization to use someone else's card is valid only for purchases made via the internet or telephone. This form can only be used for a single purchase. If additional purchases from the same vendor are required, there must be a form completed for each purchase. <u>Do not take someone else's card to a place of business in an attempt to make a purchase.</u>

11. Failure to turn in receipts in a timely manner for Procurement Card charges made by the cardholder.

12. Failure to reimburse ECPS for unauthorized purchases/taxes.

Failure to comply with these policies may result in the Cardholder being removed from the Procurement Card Program and other action as appropriate in accordance with ECPS disciplinary procedures.

P. DATA SECURITY & P-CARD PROTECTION

Data Security is everyone's responsibility. Listed below are some ways in which we can all help protect our school's or department's Procurement Cards.

1. Card Managers should check pending charges daily for fraudulent activity. See Section S on page 25 for instructions on how to view pending charges on the Regions Bank website.

2. Never email or fax the Procurement Card number or the face of the P-card. Neither is a secure method.

3. Do not send Procurement Cards or documents with Procurement Card numbers through the courier.

4. Do not text Procurement Card information from your mobile device or send a picture of your Procurement Card.

5. Storing Procurement Card information on your computer is prohibited (e.g., Excel worksheets, Word files, anything that lists card numbers, cardholder names, etc.)

6. Do not open suspicious e-mail asking you to verify information (this may install Malware onto your computer).

7. Keep your department's or school's Procurement Card numbers secure. Storing entire Procurement Card numbers on paper (such as under your keyboard) is not appropriate. Keep physical Procurement Cards locked inside of a safe or other secure location. Do not share Procurement Cards within a school or department.

8. Shred old Procurement Card statements and any document that has credit card information (e.g., card number, account number, cardholder agreement forms) on it.

9. Delete daily any downloaded Procurement Card reports with Procurement Card information and shred any printed reports.

10. Notify Procurement when an employee is on extended leave, resigns, retires, or transfers to another location.

11. If at a hotel, do not allow photocopies of your card to be made and do not turn in your door key card to the front desk upon check-out (unless a fee is charged) or leave the key in your room. This key card contains all of your Procurement Card information. Take the key card with you and destroy it at the earliest opportunity.

12. Know whom you are buying from. Order from trusted vendors. Only use secure websites which have "https://" at the beginning of the address.

13. Notify IT immediately if your computer begins acting strangely or if you believe it may have been compromised.

14. Do not give Procurement Card information to phone call solicitors.

15. Delete saved Procurement Card information after completing an online purchase.

Q. PROCUREMENT PORTAL

All Cardholders and Card Managers are encouraged to use the Procurement Portal when making credit card purchases. Some advantages of using the Procurement Portal are:

1. Once the initial log-in and password information for each vendor's website has been entered, the Procurement Portal software retains the information. This enables the user to visit numerous vendor sites without entering and remembering user ID's and passwords.

2. The Portal displays competitively bid pricing via Vendor links. These sites display bid pricing so the user can save time and money while shopping.

3. The vendor links have been programmed to ensure a tax-exempt purchase.

4. Free shipping for most purchases.

5. Next day delivery for most purchases.

After accessing the Portal, you may begin contacting the vendors for user ID's and passwords to their websites. The vendor contact information for each vendor is next to the company's logo. Click on the contact name to send the vendor an email request to obtain a user ID and password. Be sure to include in the email your name, position, work location including address, and phone number. The vendor will provide via email your user ID and password. Once you have entered the vendor login information for the first time, the next time you access the Procurement Portal your login information will have been retained.

The Procurement Portal continues to be updated with new vendors.

Should you have any questions regarding the Procurement Portal, call the ECPS Procurement Card Contact.

R. DEPARTMENTAL OPTIONS

While we encourage all departments to follow the same procedures as the schools, we realize that it may not be operationally feasible to follow the procedures listed below:

1. Holding and securing of cards by Card Manager is optional due to the size of some departments.

2. Completing Procurement Card Check Out Log if department chooses not to have Card Manager to hold and secure P-Cards.

3. Completing Request Purchase Utilizing Procurement Card Forms (Attachment C).

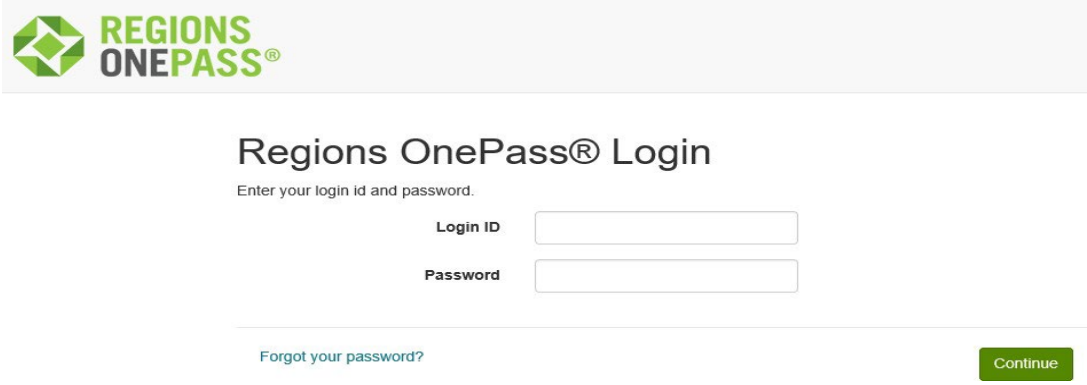
4. Completing Procurement Card Cardholder Activity Reports (Attachment E).

5. Departments which have budgetary allowances for restaurant food may contact the General Procurement Department Email Address to request an exception to the prohibition of restaurant purchases.

S. VIEWING AUTHORIZATIONS, TRANSACTIONS & MONTHLY STATEMENTS

First Time Users - Procurement will create a user profile in OnePass and send an email containing the Login ID. Two additional emails will be sent from Regions Bank, one containing a temporary password and the other containing a validation code, to be used to register for OnePass. Once registered, click the "CentreSuite" link under "Registered Services".

Card Managers have access to view Authorizations, Transactions, and Monthly Bank Statements for all the cards that they manage. To obtain access, go to the following address: https://onepass.regions.com/. The following page will appear.



After entering your Login ID and Password, click continue. You will then be taken to a welcome page, as depicted below. Ensure your name is listed where indicated, then click on the "CentreSuite" link.

Step by step guides explaining how to check pending transactions and download Procurement Card statements are available for download on the Procurement Card Program webpage.

ATTACHMENT A
CARDHOLDER REQUEST FORM

ESCAMBIA COUNTY SCHOOL DISTRICT Procurement Department 75 North Pace Blvd. Pensacola, FL 32505	**Procurement Card Cardholder Request Form**

INSTRUCTIONS: To apply for an ECSD Procurement Card, complete this form in its entirety and send to the Purchasing Department. **Complete 1 (one) form for each card requested.**

- District Budgeted Funds
- Travel Budgeted Funds (Must travel 3 or more times per year)
- Internal Funds
- Internal Funds Traveling With Students

Cardholder Information

School/Department Name		Cost Center
First Name	Middle Initial	Last Name (24 Characters Total)
Social Security Number (last 4 digits only) XXX - XX - __ __ __ __		Email Address of Cardholder
Name of Card Manager	Card Manager's Email Address	Business Phone Number
School/Department Street Address		
City	State	Zip Code
Employee Signature		Date
Principal or Department Head Signature		Date

(If ordering a District Budgeted FundsTravel Card, I verify this cardholder will travel 3 or more times in a 1 year period.)

For District Use Only

Monthly Credit Limit:	
Single Transaction Limit	
Purchasing Director Signature	Date

ECSD Form #9500 PUR 120 Revised 02/26

ATTACHMENT B
PROCUREMENT CARD CARDHOLDER AGREEMENT

Please read the terms stated below, sign, date, and return to your Principal or Department Head. You will receive a copy for your records. Please note that this Cardholder Agreement also acts as your signature card and will be kept on file in Procurement Department.

I, _____, hereby acknowledge receipt of a Regions Bank Visa Procurement Card, card number_____ (the "Card"), in good condition, with both the ECPS's name and mine appearing on the face of the Card. I have verified the information contained thereon and attest to its accuracy.

I have received, read and understand the Escambia County Public Schools Procurement Card Manual. I agree to accept responsibility for the protection and proper use of the Card in accordance with the above referenced instructions, policies, and procedures. I understand that my use of the Card is subject to audit by ECPS, that my purchases with the Card are limited to the number of transactions per day and dollar amounts per day as set forth in the policies and procedures or limited by my Principal or Department Head, and that the Card is not to be used to purchase certain commodities as outlined in the policies and procedures. I further understand that I am authorized to purchase only for _____ and that all purchases must be for official business on behalf of ECPS.

I agree to immediately notify my Principal or Department Head, the Procurement Department and, by telephone (at the numbers listed below), Regions Bank if the Card is lost or stolen. I also agree to immediately notify my Principal or Department Head if my card has been used for unauthorized purposes. I understand that failure to immediately notify my Principal or Department Head of unauthorized charges could make me responsible for charges resulting from fraudulent use of the Card.

Bank Contact: Regions Bank Lost or Stolen (24hrs.): 888-934-1087
Mon. - Fri., 8:00 a.m. to 5:00 PM CST

Attachment B (Page 2)

Cardholder Agreement continued.

Page 2.

The improper or unauthorized use of the Card by the Cardholder, may result in any or all of the following: suspension or termination of the Card and all associated Cardholder privileges, deduction from pay or any charges resulting from the improper or unauthorized use of the Card, and **TERMINATION OF EMPLOYMENT** with Escambia County Public Schools. The appropriate disciplinary action for misuse of the Card will be dispensed in accordance to School Board Policy and based on the recommendation of the Superintendent of Schools.

In the event of improper or unauthorized use of the Card by Cardholder, the Cardholder herein authorizes Escambia County Public Schools to (i) deduct from my wages or from any other amounts payable to me, an amount equal to the total charges for improper or unauthorized purchases with the Card, even if I am no longer employed by ECPS and (ii) audit my use of the Card.

In the event ECPS prevails in legal proceedings initiated to recover amounts owed by the Cardholder, I agree to pay court costs, reasonable attorney's fees and other expenses incurred by ECPS in such proceedings.

I understand that ECPS may suspend or terminate my privileges to use the Card at any time for any reason. I agree to surrender the Card immediately upon retirement, termination of employment, termination of Cardholder privileges, or upon the request of my Principal or Department Head, the Procurement Card Administrator or Issuer or an authorized representative of Regions Bank. I understand that use of the Card after Cardholder privileges have been suspended or terminated is prohibited, and that I will be held responsible for charges resulting from such use.

Signature: _____ Date: _____

Print Name: _____ SSN#: XXX - XX - _____

School/Department: _____

Program Administrator Use Only

Approval _____ Date:_____

Rev. 01/23

ATTACHMENT C
REQUEST PURCHASE UTILIZING PROCUREMENT CARD FORM

ESCAMBIA COUNTY SCHOOL DISTRICT

REQUEST PURCHASE UTILIZING PROCUREMENT CARD **DATE:** _____

School / Department Name: | Principal/Dept. Head Signature: | Date:

Requester's Name: | Requester's Signature: | Date:

Supplier Name & Address:

These Funds are Being Spent For:

Note: This form can ONLY be used for a single purchase. If additional purchases from the same vendor are required; there must be a form completed for EACH purchase.

Type of Purchase:

☐ District Funds Procurement Card

☐ Internal Accounts Procurement Card

AUTHORIZATION TO ASSIGN ANOTHER PERSON TO MAKE THIS PURCHASE

I authorize _____ to make this purchase on my P-Card via phone or internet.

_____

Cardholder Signature Date

Item Number	Description of Item	Quantity	UOM	Unit Price	Extended Price	Fund - Account - Center

Item Number	Description of Item	Quantity	UOM	Unit Price	Extended Price	Internal Account Name & Number

TOTAL AMOUNT: $

Revised: 01/2023

ATTACHMENT D
CARDHOLDER MAINTENANCE FORM

ESCAMBIA COUNTY SCHOOL DISTRICT	
Procurement Department	**PROCUREMENT CARD**
75 North Pace Boulevard	**CARDHOLDER MAINTENANCE FORM**
Pensacola, FL 32505	

INSTRUCTIONS: To cancel an ECSD Procurement Card or change Cardholder information on an existing card, complete this form and send to the Procurement Department. Completed form must be submitted to procurement@ecsdfl.us within ten (10) days.

Name of School or Department	Cost Center	Date Sent to Procurement
Name of Cardholder		Card Number (last 4 digits)

Type of Request: Check which one applies.

☐ Change Information ☐ Cancel Card

Reason for Cancellation: Check which one applies.

☐ Lost ☐ Stolen / Fraud ☐ Employee Transferred
☐ Employee Retired ☐ Employee Terminated ☐ No Longer Required

Account Information Changed: Check all that apply.

☐ Cardholder Name ☐ Single Transaction Limit ☐ Monthly Credit Limit
☐ Other: _____

CARDHOLDER INFORMATION:
Complete only the appropriate spaces below to indicate change(s) needed.

First Name:	Middle Initial:	Last Name: (24 Characters Total)
Business Phone Number:		Requestor Cost Center Number
Cardholder / Employee Signature:		Date:
Principal or Department Head Signature:		Date:

FOR DISTRICT USE ONLY

Monthly Credit Limit:	Single Transaction Limit:
Procurement Director's Signature:	Date:

Revised: 10/25

ECSD Form #9500-PUR-121

ATTACHMENT E
CARDHOLDER ACTIVITY REPORT

ESCAMBIA COUNTY SCHOOL DISTRICT
Purchasing Department
75 North Pace Blvd.
Pensacola, FL 32505

PROCUREMENT CARD
CARDHOLDER ACTIVITY REPORT

INSTRUCTIONS: Used to track Procurement Card charges for statement reconciliation purposes.

CARDHOLDER NAME	SUPPLIER NAME	DESCRIPTION OF PURCHASE	DATE ORDERED	TOTAL COST	DATE RECEIVED

ECSD Form # 9500-PUR-126 Revised: 01/23

ATTACHMENT F
PROCUREMENT CARD CHECKOUT LOG

Out				Returned		
		Cardholder's				
Date	Time	Name (Print)	Signature	Date	Time	Signature

ATTACHMENT G

CERTIFICATION OF REQUIRED READING - THE ESCAMBIA COUNTY PUBLIC SCHOOLS TRAVEL & BUDGETED FUNDS PROCUREMENT CARD MANUAL

SCHOOL/SITE/CENTER/DEPARTMENT _____

AS INDICATED BY MY PRINTED NAME AND SIGNATURE, THIS IS TO CERTIFY THAT I HAVE RECEIVED THE ESCAMBIA COUNTY PUBLIC SCHOOLS TRAVEL & BUDGETED FUNDS PROCUREMENT CARD MANUAL. ADDITIONALLY, I HAVE READ AND UNDERSTAND THAT I AM REQUIRED TO COMPLY WITH THE PROVISIONS OF THESE POLICIES. I UNDERSTAND THAT A CONDITION OF MY PROCUREMENT CARD RIGHTS PRIVLEDGES REST WITH COMPLIANCE WITH SAID POLICIES AND THAT VIOLATION COULD RESULT IN SUSPENSION, TERMINATION AND/OR BEING REFERRED FOR PROSECUTION.

EMPLOYEE NAME (PRINT CLEARLY) _____

EMPLOYEE SIGNATURE _____

DATE _____

CIRCLE ONE: CARDHOLDER CARD MANAGER

ATTACHMENT H

MINIMUM DOCUMENTATION REQUIRED FOR PROCUREMENT CARD TRANSACTIONS

Acceptable Procurement Card Transaction documentation can be an itemized receipt (preferred), a packing slip, order status report, order confirmation report, an invoice receipt, or a like item and must include the following:

1. Date
2. Vendor name
3. Description of merchandise/service
4. Two (2) of the three (3): unit cost, quantity, line cost
5. If you have multiple shipments and a list of items were purchased, before scanning in to Skyward, circle the cost of the items on the list that are charged to that transaction.

Shopping cart screen prints, quotes, or any other pre-order documentation is not acceptable.

Suggestions for a smoother audit:

- If the vendor does not include at least two (2) of these three (3) pieces of information: unit cost, quantity, and line cost: write in the missing quantity or cost on the documentation before scanning and attaching to the transaction.
- Instruct cardholders to turn in the packing slips, on most occasions they will suffice as documentation. Do not ask the vendor for an invoice. The correct term regarding a Procurement Card transaction is a "Receipt". Vendors cannot create an invoice for a credit card purchase.
- Do not scan in unnecessary documentation and attach it to the transaction. For example, if you have a five-page list of items purchased and only two (2) pages are items that total the amount of the transaction, scan in only those two (2) pages.
- Before submitting the transaction in Skyward, open up the attachment and make sure that all pertinent information is readable (for example, not too light).

ATTACHMENT I

ITEMS PROHIBITED FROM BEING PURCHASED WITH A PROCUREMENT CARD

Instructional Software & Licenses
Computers
Copiers
Electronic Personal Assistants (i.e. Echo Dot, Google Home, etc.)
iPads & Tablets w/screen size 10" or larger
Gas, Fuel and Oil
Professional Services (speaker, consultant, trainer)
Alcoholic Beverages
Warehouse Items
Cell Phones/Service
Travel, Lodging, or Meals
Ride Sharing (i.e. Uber & Lyft)
Entertainment
GratuityTips (Voluntary Add-Ons. Exception: Tip Is Automatically Included On Bill)
Tobacco
Personal Services (massages, manicures, hairdressers)
Gifts (Certificates & Cards)
Student Incentives
Jewelry
Fund Raising Materials
E-Reading Devices (Kindle, Nook, etc.)
Video Doorbells
Personal Items (such as coffee pots, fans, heaters, personal computer accessories)
Telephone Calls (personal)
Food from Restaurants (exceptions in Section R)
Food for Non-Instructional Purposes
Contracts (contact Procurement
Department) Employee Incentives or
Awards
Taxable Items
GPS Devices
Medical or Legal Services
Decorations and/or Decorative Furniture
Cash Advances
Purchases Outside Continental US

PROHIBITED PRACTICES:

- When using an ECPS Procurement Card, accepting incentives other than discounts from the vendor is not permitted.
- Furniture may not be purchased without first consulting Stacey Marshall, Procurement Specialist at SMarshall2@ecsdfl.us or 850-469-6208.

Refer to Section O. Violations for potential actions which may be taken in response to a Cardholder's failure to comply with the rules listed in this document.

Disclaimer: **The prohibited items appearing on this list are not meant to cover every item that cannot be purchased with a Procurement Card. Good judgment must be used when determining whether a product falls into any of the categories listed above. For guidance on any potentially questionable item, please contact the appropriate Procurement Specialist.**