Purchasing Card Manual

Columbia, Missouri

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Purchasing Card Website:
https://payment2.works.com/works/

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COLUMBIA PUBLIC SCHOOLS
PURCHASING CARD MANUAL

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(updated 8/20/2020)

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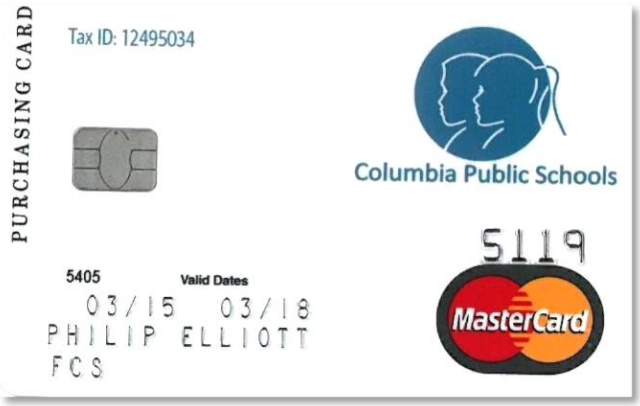
COLUMBIA PUBLIC SCHOOLS
PURCHASING CARD POLICY

Section A – Policies & Procedures

The Columbia Public Schools Purchasing Card is intended for the purchase of small dollar amount items. The use of this card will reduce the number of small dollar purchase orders, and the use of petty cash. The cardholder is responsible for and accountable to the Columbia Public Schools for all charges made with the Purchasing Card. The attached procedures provide assistance in the successful management of the Purchasing Card Program.



FRONT VIEW

COLUMBIA PUBLIC SCHOOLS
PURCHASING CARD MANUAL

INTRODUCTION

Welcome to the Columbia Public School District's Purchasing Card Program. This program is designed to assist in the management and payment of business related purchases and brings many benefits to the cardholder, Columbia Public Schools, and its vendors. The Purchasing Card is a purchasing tool, which offers an extremely efficient and effective method of making small purchases. The Purchasing Card will reduce personal reimbursement requests and other associated paperwork.

This manual describes the policies and procedures for appropriate purchasing card use. By signing the Purchasing Card Agreement form, the employee is promising to comply with program rules and regulations.

CARD ISSUANCE

The Purchasing Card is issued to an employee exclusively. No other person is permitted to use the card. Although the card is issued to an employee, it remains the property of the District and may be revoked at any time.

An employee may only receive a card upon the request of their immediate supervisor. An application form must be completed and approved, a formal Purchasing Card training session must be attended, and a Cardholder Agreement form must be signed. After receiving the card, the employee is to sign and activate the card, and keep in a secure place. It is now the employee's responsibility.

FOR NEW EMPLOYEES, THERE IS A 60-DAY WAITING PERIOD FROM THEIR FIRST DAY OF EMPLOYMENT BEFORE THEY CAN COMPLETE THE APPLICATION FORM AND APPLY FOR A PURCHASING CARD.

CARD LIMITS/USAGE

There will be a standard limit set for each card (requests can be made for permanently higher limits):

- A daily/ single transaction limit (STL) is set at $400.
- There is a monthly credit limit of $2,000.

Temporary increases:
If the employee or their supervisor believes that the limits need to be increased, a written request must be submitted to the Director of Business Services – Jim Cherrington. Upon approval, the limits will be increased and the cardholder will be notified. The request must include the following information:

- Who the increase is for.
- What limit needs to be increased – daily or monthly.
- How long the temporary increase should be in place.
- Why the increase is needed.

USE OF THE CARD

As a cardholder, the employee is responsible for the appropriate use of District funds. The Purchasing Card is designed to assist in the purchase of specific District related supplies.

Qualified card use ***(may include, but not limited to)***:

- General/office supplies
- Postage/shipping
- Groceries
- Conference/seminar registrations
- Subscriptions/periodicals
- Membership dues/fees
- Amazon.com
- Books/classroom supplies
- Catering/food (except while on travel status – reason for catering purpose has to be entered as a comment on the transaction)
- Tipping on catering (not to exceed 20% of subtotal)
- Copy or mailing services (FedEx or Kinkos)

Restricted Charges ***(may include, but not limited to)***:

- Alcoholic beverages
- Cash advances
- Cellular phones
- Paying companies or individuals for services and labor costs
- Gasoline
- Gift Certificates/Cards
- Personal Items
- Capital Purchases (any single item over $1000)
- Missouri sales tax
- Travel related expenses

Blocked Merchants - Some merchants or vendors have been blocked on the Purchasing Card because of various restrictions.

- Airline tickets
- Car rentals
- Hotels
- Travel agencies
- Amusement parks
- Tourist attractions
- Gas stations
- Pawn shops
- Jewelry stores
- Convenience stores

BENEFITS

CARDHOLDERS – Supplies can be obtained directly from vendors without the need to complete purchase orders. Work related to the purchase of supplies is significantly reduced. The Purchasing Card streamlines the purchasing process and can help improve turnaround time on the delivery of an order.

COLUMBIA PUBLIC SCHOOLS – The Purchasing Card program provides a cost efficient, alternative method of purchasing and payment of District related purchases. It reduces the number of requisitions, purchase orders, invoices and checks.

VENDORS – Vendors who accept MasterCard will welcome the Purchasing Card. The payment to the vendor will be much faster than that of the purchase order process. Vendors who accept the "chip and pin" cards (which the new Bank of America cards are part of) will reduce their fraud liability.

The success of the Purchasing Card Program and its continuing use depends on employee participation and cooperation.

PLACING AN ORDER

The fact that an employee has been provided with a card does not imply that the employee can make any purchase they believe necessary. Prior approval from the employee's supervisor may be required of some purchases.

IN PERSON

- Determine whether the Purchasing Card is the most appropriate tool to use for the purchase.
- Be sure the total amount will not exceed your single transaction or monthly limits.
- Determine that the price quoted is the most reasonable.
- Ensure that there is no sales tax charged (*show vendor tax exempt card*).
- Obtain an original detailed receipt at the time of purchase.
- Always retain all boxes, containers, special packing slips, etc. until you are certain you are going to keep the supplies.

WEB PURCHASES

- Utilize known and trusted websites if possible.
- Email order confirmations should be kept as supporting documentation.
- A detailed receipt that accompanied the items or an emailed receipt must be collected for the reconciliation process.

BY PHONE/FAX

- Follow the other applicable instructions for making a purchase in person.
- Identify yourself as a Columbia Public School District employee.
- Indicate that the Columbia Public School District is sales tax exempt. (Give vendor the sales tax exempt number).
- If items are to be shipped, make sure to give your name, department, full delivery address and phone number.
- Be prepared to give the credit card number and expiration date.

Upon receipt of an order, keep the documentation received from the vendor (typically a sales receipt) for later reconciliation. Please read the instructions "Reconciliation and Approval" carefully. This will help to manage the paperwork associated with the Purchasing Card process.

SALES TAX

The Columbia Public School District is a tax exempt organization. **When making a purchase, indicate to the vendor that this is a sales tax exempt purchase.** Show the vendor the laminated tax exempt card you received during training. Check the receipt to ensure sales tax has not been charged. If sales tax has been applied, the cardholder is responsible to resolve this issue with the vendor or reimburse the District from personal funds.

Make every effort to ensure there is no tax charged. If tax does get charged to your card, the preferred method is to have the vendor reimburse your card. If that is not possible, then you must repay the District personally.

RECONCILIATION AND APPROVAL

Throughout the month, the cardholder needs to keep the **ORIGINAL DETAILED** receipts for each completed transaction. Scan and attach but keep original receipts in case an item needs to be returned back to store.

Purchasing Card transactions must be reconciled by the cardholder and supervisor through Bank of America's WORKS website: https://payment2.works.com/works/. Supervisors and cardholders are required to reconcile transactions on a regular basis not just once a month. All transactions must be reconciled by the 7th of the following month (or the next business day after the 7th). Monthly reminder emails will be sent to all cardholders and supervisors before the end of the month reminding them of the upcoming deadline.

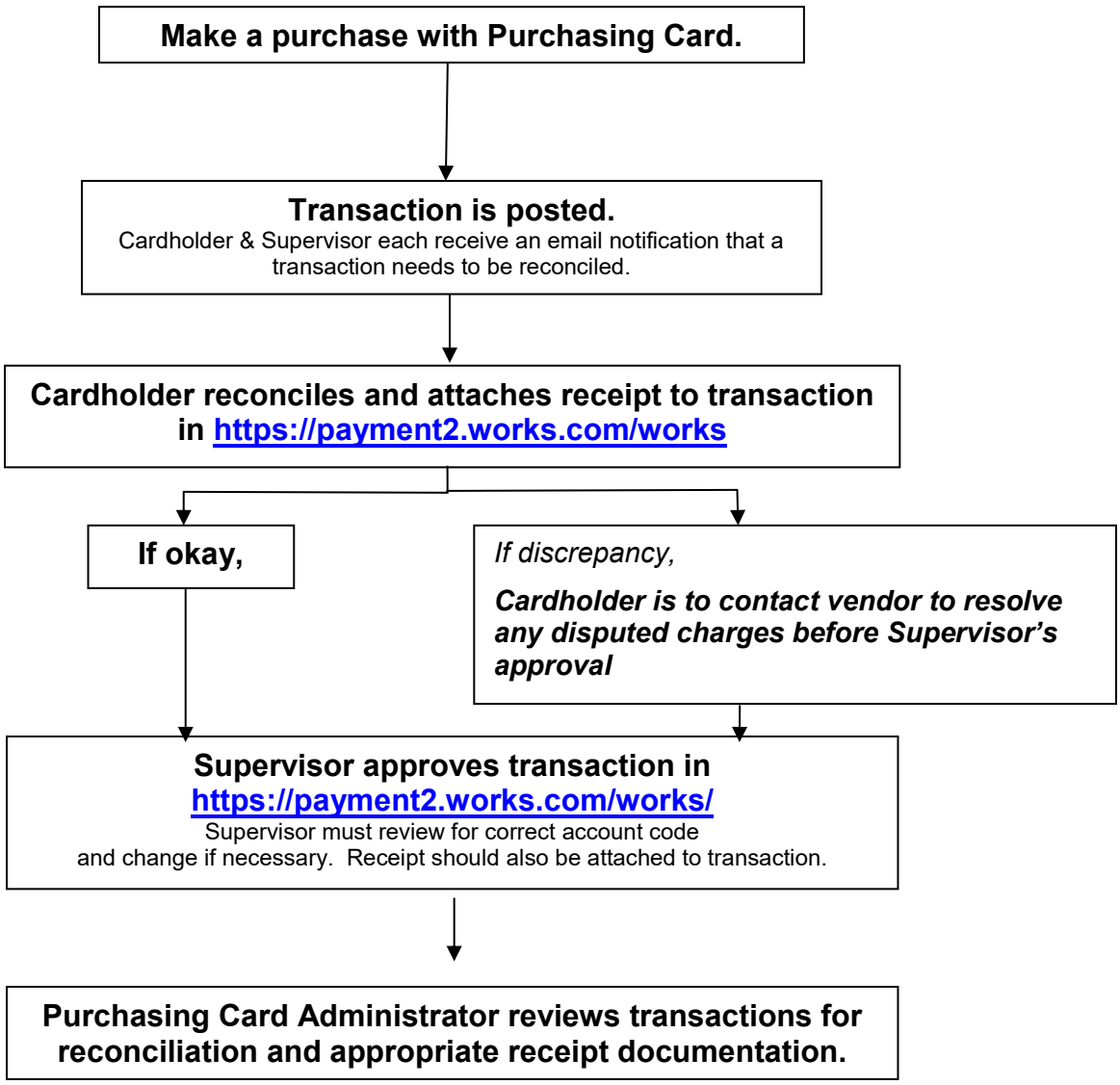
It is extremely important to make sure all account codes are correct (prior to the 7th) so that correcting journal entries are not needed to move expenses after posting.

Billing cycles: Run from the **first day** of the month to the **last day** of the month. If unique circumstances occur and the supervisor is unable to reconcile cardholders transactions by the designated due date, they should communicate with the Purchasing Card Administrator at Business Services prior to the 5th day of the month.

Billing Cycle Beginning Date	Billing Cycle Ending Date	Reconciliation and receipts attached are required in WORKS
July 1, 2019	July 31, 2019	August 7, 2019
August 1, 2019	August 30, 2019	September 9, 2019

PENALTIES: The Program Administrator will suspend the cardholders account if transactions have not been reconciled by the cardholder and supervisor or if a transaction is missing proper documentation after the 7th of the following month. The cardholders account will be reinstated after completion of the reconciliation or addition of proper documentation. Proper documentation and review is integral in the purchasing card program.

Reconciliation/Approval Flowchart



RECEIPTS

Best practice would be to keep your hardcopy receipts for 3-6 months after you attach it to the transaction in Works. You can certainly keep the receipts for longer if you feel necessary or if you need to return any item back to the merchant.

LOST RECEIPTS

If receipts are missing, the cardholder must immediately request a copy of the receipt from the merchant.

RETURNS, DAMAGED SUPPLIES AND CREDITS

Items should be returned directly to the vendor by whichever means the vendor requires. The cardholder is responsible to see that proper credit is posted to thier Purchasing Card account for any returned items. (See Disputed Charges)

Vendors will issue all credits directly to the individual Purchasing Card account for any items they have agreed to accept for return. This credit will appear on a subsequent statement. ***UNDER NO CIRCUMSTANCES SHOULD A CARDHOLDER ACCEPT CASH OR A VENDOR GIFT CARD IN LIEU OF A CREDIT TO THE PURCHASING CARD ACCOUNT. THIS WILL RESULT IN SUSPENSION OR TERMINATION OF THE PURCHASING CARD AND MAY LEAD TO DISCIPLINARY ACTION, UP TO AND INCLUDING PROSECUTION AND TERMINATION OF EMPLOYMENT.***

The cardholder must request a credit receipt for returned items. Some companies may not provide this receipt unless requested.

In some cases there may be a restocking fee (usually a percentage of the purchase price). If the supplier is completely responsible for the error or problem, the cardholder should not have to pay this, or any other fee. However, if they are not fully responsible the cardholder may have to pay. The Purchasing Card may be used to pay this fee as long as it does not exceed the card limits.

DISPUTED CHARGES

The Cardholder is responsible for following up with a vendor for any erroneous charges, disputed items, or returns. Disputed charges can result from failure to receive supplies, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. Most issues can be resolved by the cardholder contacting the vendor to resolve any outstanding issues.

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors within 30 days of receiving their statement. If the cardholder cannot resolve this with the vendor, then the cardholder must contact the Purchasing Card Administrator at Business Services.

REJECTED CARD

A vendor can reject a cardholder's card for a number a reasons:

- The transaction amount is greater than the authorized per transaction amount on the card.
- The transaction results in the cardholder exceeding the monthly credit limit.
- The cardholder may be attempting a transaction at a blocked merchant (see blocked merchant categories on page 6).
- The cardholder's Purchasing Card has been suspended.

However, if a cardholder feels that they were erroneously declined, contact the Purchasing Card Administrator or Bank of America Customer Service for additional assistance.

LOST, STOLEN OR MISPLACED CARDS

It is the responsibility of the cardholder to immediately report a lost or stolen Purchasing Card. **The cardholder is liable for all transactions incurred until the card is reported lost, stolen, or misplaced.**

Immediately upon realizing the Purchasing Card is lost, stolen or misplaced, the cardholder must notify:

- Columbia Public School District Purchasing Card Administrator at 573-214-3706 (ext. 27406), or Chief Accountant at 573-214-3705 (ext. 27405).

OR

- Bank of America Customer Service:(888) 449-2273 (24 hours a day, 365 days a year)

The cardholder should also notify their supervisor of the lost or stolen card. A replacement card will be sent to the Program Administrator within 5 days. Remember, quick response will reduce the risk of fraud.

CANCELLATION OF CARDS

The Purchasing Card Administrator is required to close an account if a cardholder terminates employment or transfers to a position within the Columbia Public School District in which a Purchasing Card is not required. To cancel a Purchasing Card, the cardholder or supervisor must contact the Purchasing Card Administrator immediately. Then the Purchasing Card, manual, and sales tax exempt card must be sent to the Purchasing Card Administrator at Business Services, 1818 W Worley.

If an employee has a Purchasing Card and transfers to a different position within the Columbia Public School District in which the Purchasing Card will be used, changes to the cardholder's information, such as the default account code, may be necessary. The cardholder's supervisor should initiate any changes that need to be made to cardholder information. The supervisor should notify the Purchasing Card Administrator via email.

If the employee has a Purchasing Card that is inactive for six months or more, the Purchasing Card Administrator will contact the cardholder and supervisor to determine if the card should be cancelled.

VIOLATIONS OF PURCHASING CARD

The cardholder assumes responsibility for the protection and proper use of the Purchasing Card.

The Purchasing Card Administrator is required to suspend or terminate the Purchasing Card for any of the following reasons:

- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates Columbia Public School District policies, laws or regulations.
- The cardholder splits a purchase to circumvent the limitations of the Purchasing Card. Examples of splitting a purchase are listed below.
    1. Making purchases at one vendor on consecutive days and the total of the purchases are more than the cardholder's limits,
    2. When two or more cardholders make purchases at the same vendor to avoid their card limits,
- Someone other than the cardholder uses the cardholder's Purchasing Card.
- The cardholder fails to provide, when requested, information about any specific purchase.
- If transactions are not reconciled in WORKS more than three times in a school year.
- The cardholder accepts a cash refund or vendor gift card in lieu of credit to the Purchasing Card account.
- The Purchasing Card is used for personal purposes.
- The sales tax exempt card is used for personal purposes.
- The cardholder/department exceeds the departmental budget.
- Card use is in direct violation of acquisition goals (i.e. failure to use the Purchasing Card for commodities available through contract or preferred suppliers).

Any of the above violations of a District Purchasing Card will result in the Purchasing Card being suspended for 90 days. After the 90 days, the cardholder will be required to attend Purchasing Card training before the card will be reactivated. If the cardholder has a second Purchasing Card policy violation, the Purchasing Card will be terminated.

Should the Cardholder fail to use the Purchasing Card properly and charges are unaccounted for, the cardholder has authorized Columbia Public School District to deduct such amount from the cardholder's salary equal to the total amount of unaccountable expenditures. The cardholder also authorizes Columbia Public School District to collect any amounts owed by the cardholder even if no longer employed by Columbia Public School District (per Purchasing Card Agreement).

PURCHASING CARD AUDITS

To ensure the continued success of the Purchasing Card Program, periodic audits will be performed. The purpose of the audits will be to ensure that the cardholders and their respective departments are adhering to proper policies and procedures.

Audit Steps Will Include:

- Reviews to ensure that Purchasing Cards are used for authorized purchases related only to Columbia Public School District business.
- Where Districtwide contracts exist, purchases of related goods are procured through the designated suppliers.
- Proper documentation (in the form of an electronic receipt) is attached in WORKS to support Purchasing Card transactions.
- Timely reconciliation of the cardholder's account is performed between the supplies received, and the charges reported on the cardholder's statement.
- The cardholder and supervisor provide documentation and the related reconciliations in WORKS.

EXPIRATION DATES/RENEWAL OF EXISTING CARDS

Cards have an expiration date of 5 years from the month of issuance.

A renewed Purchasing Card will be sent automatically to the Purchasing Card Administrator thirty (30) days prior to the expiration date of the card. The Purchasing Card Administrator will notify the cardholder when the new card has been received. The cardholder must bring the old card to the Business Services office in exchange for the new card. **(DO NOT SEND THROUGH MAIL).**

PIN # for the Bank of America card

Bank of America purchasing cards include a "chip" that provides additional security when approving transactions in person with the card. The PIN # is important to have and keep for future purchases.

If the accountholder loses or forgets the PIN # to the card, they will have to go through the Bank of America's PIN registration site in order to retrieve the PIN # electronically. The Program Administrator does not have access to PIN #'s nor can they reset a PIN #. PIN #'s are only issued through Bank of America or accessed by the accountholder by https://spacardportal.works.com/gar/login

Amazon Business account

There is a CPS Amazon Business account that is setup as a tax-exempt Prime account. In order to get an account under that umbrella, please contact Alexia Hunt directly with the request to be setup. Amazon accounts will be created with your cpsk12.org email address and will require payment to be made via the purchasing card.

Sam's Club

CPS now has multiple Sam's Club membership accounts. Contact your coordinator or building level secretary to gain access to make purchases at Sam's Club.

Menards

Menards requires a special barcode to be scanned in order to make the purchase tax exempt. If you plan to shop at Menards please contact Alexia Hunt for a copy.

Section B
WORKS Reference

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GENERAL INFORMATION

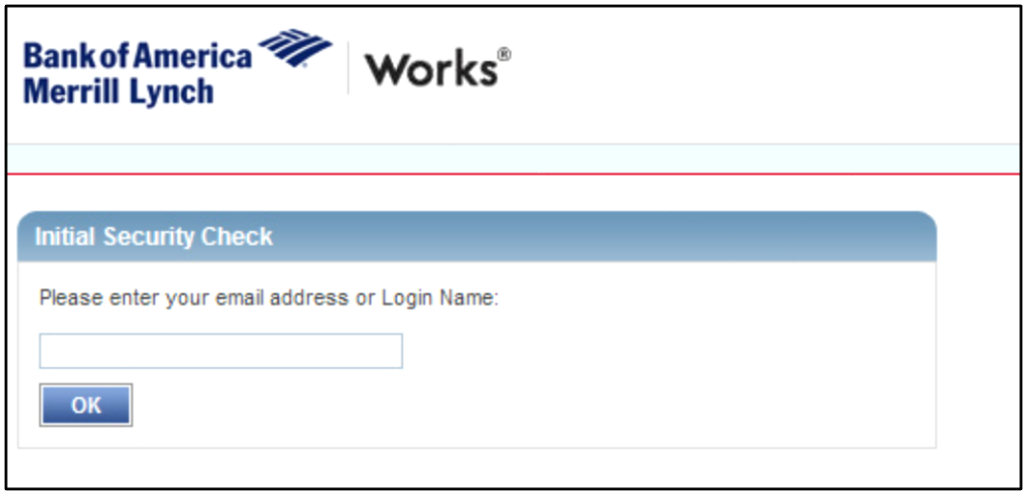
Cardholder Information Changes
For any changes to cardholder name, address or account code information, the cardholder should contact the Purchasing Card Administrator at Business Services. For changes to Purchasing Card limits or restrictions, please have your supervisor contact the Director of Business Services via email.

Training videos are available at any time at the bottom of any WORKS webpage.

Welcome email/Initial login and password set
You will receive a Welcome email that includes your Login Name and a link to WORKS. During the intial login, you will be required to complete security validation questions for your account.

To create your initial password, click the link in the Welcome email.

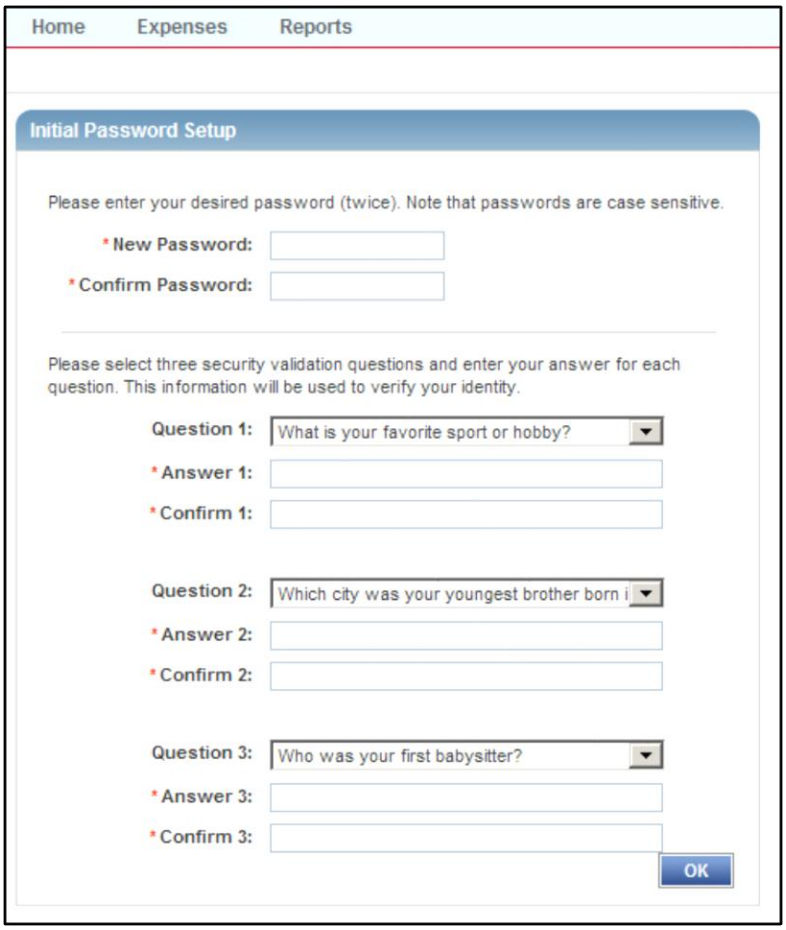
You will be required to enter your Login Name (dboyer) or email address (dboyer@cpsk12.org). The Login Name must be at least 6 characters. If your login name is 5 characters an additional "x" was added at the end to make the 6th character.



Login Names are not case-sensitive.
Hit the <OK> button to continue.
The New Password screen will display

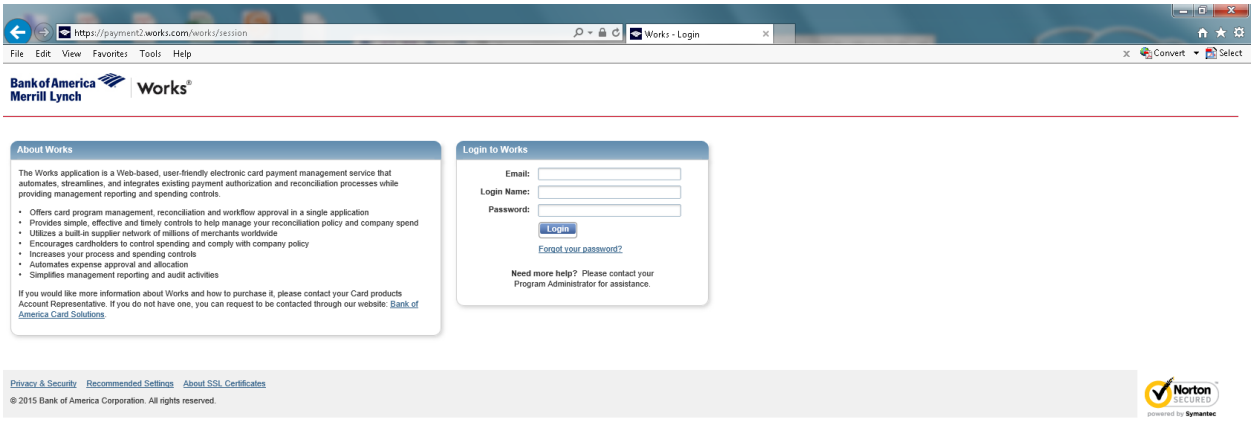
The minimum password length is eight characters and the password must contain at least one alpha and one numeric character. Passwords ARE case-sensitive. New passwords cannot match the eight previous passwords.

After clicking the link included in the email and creating a password, **DO NOT attempt to access WORKS using the link in the email again. Create a bookmark in your browser to access WORKS in the future. A shortcut is located in the Portal.**

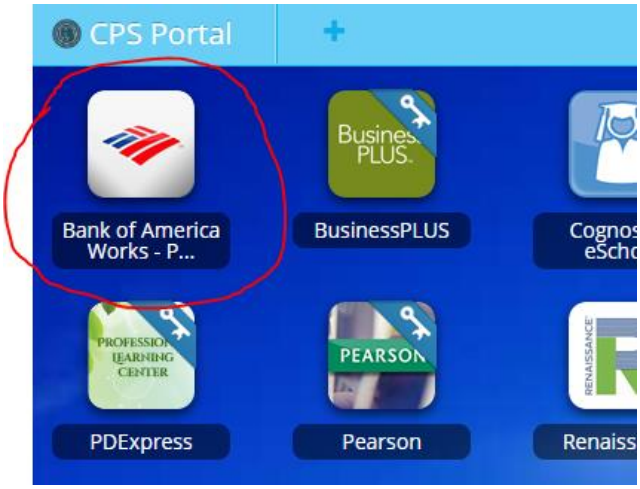


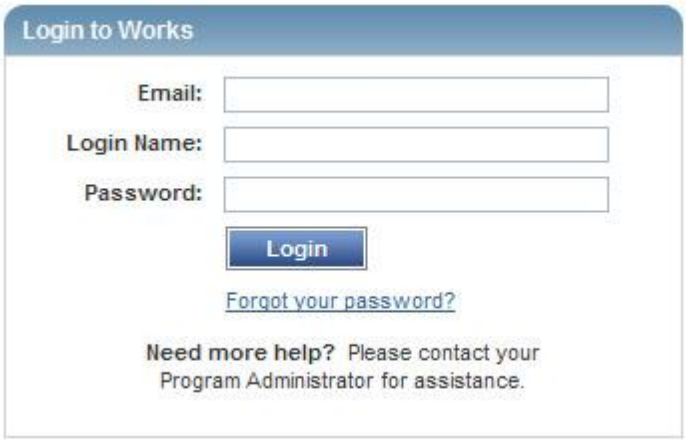
ACCESSING WORKS

Type **https://payment2.works.com/works/** in the address line of your browser.



You can also get to Works by going through the CPS Portal shortcut on the desktop and double-clicking on Bank of America Works at the top.





After the intiail login to WORKS, subsequent logins do not require you to enter an email address.

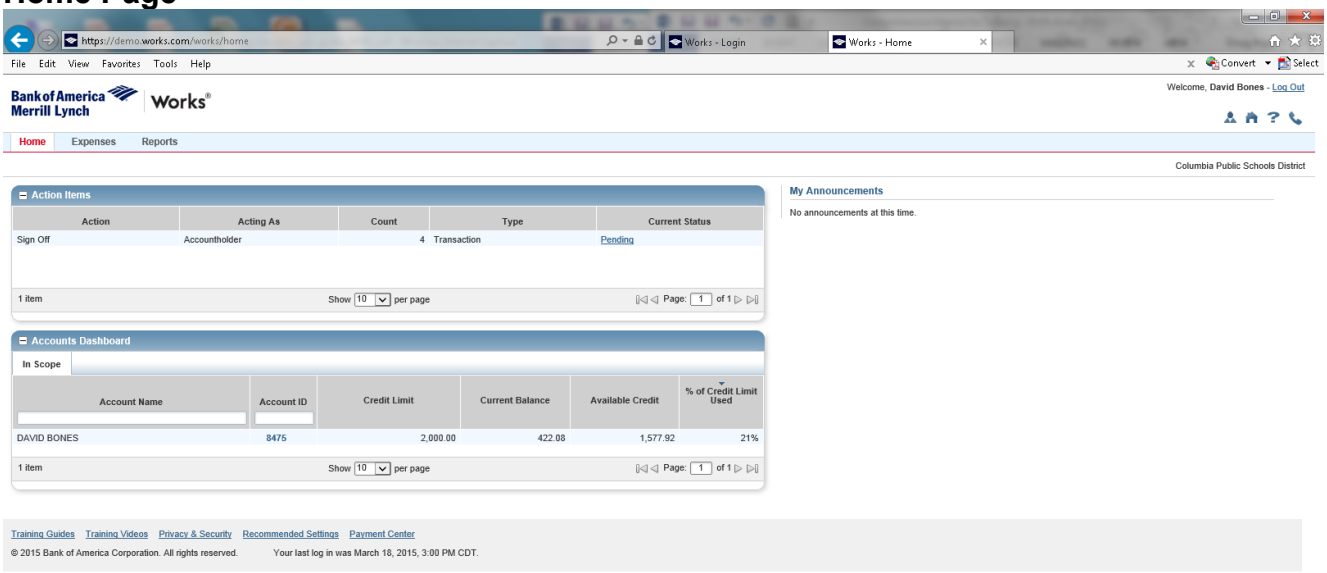
In order to Log Out, click the Log Out link in the upper-right corner of any screen.

Security Timeout

WORKS is designed to time out if the application is open but not active for 15 minutes. The last action completed in Works will be saved and accessible after you login again.

A user is allowed 6 attempts within a 5 minute time frame to log into Works. After the 5th attempt with incorrect credentials, a message will display a warning that another failed attempt will lock the user out. The lockout remains in effect for 30 minutes. After 30 minutes, the user can attempt to log in again. Contact the Purchasing Card Administrator or Works Customer Service to reset the lock on your account.

Home Page



The Home Page includes Action Items, Accounts Dashboard, Alerts, and Announcements.

Action Items contain transactions that require your attention. Click on the link in the ***Current Status*** column.

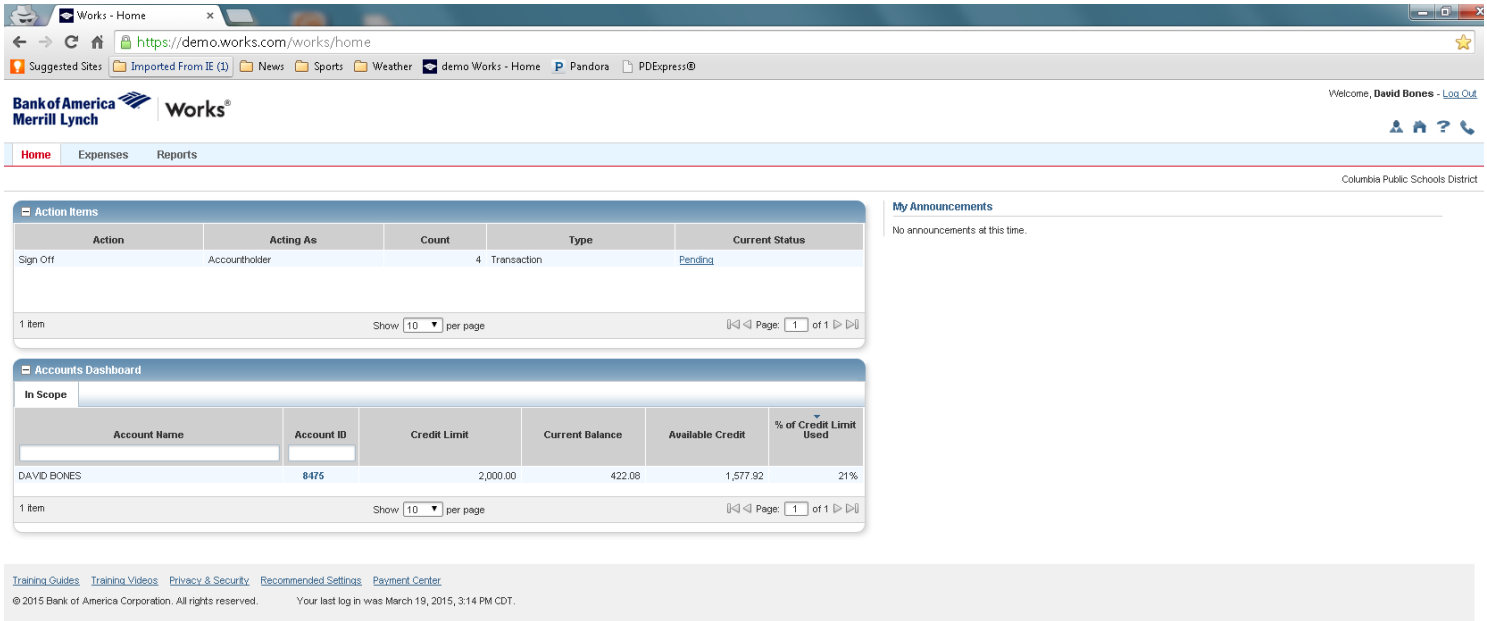
Accounts Dashboard provides information on the Credit Limit, Available Credit, and % of Credit Limit Used. The Available Credit amount calculates only posted transactions. If there are outstanding authorizations that have not posted yet to Works, those amounts are not included in the Available Credit.

In the accounts dashboard, by clicking on the last 4 digits of your card number you can select "View Auth Log" to retrieve the most up todate available card balance.

My Profile, Help & Contact Us icons

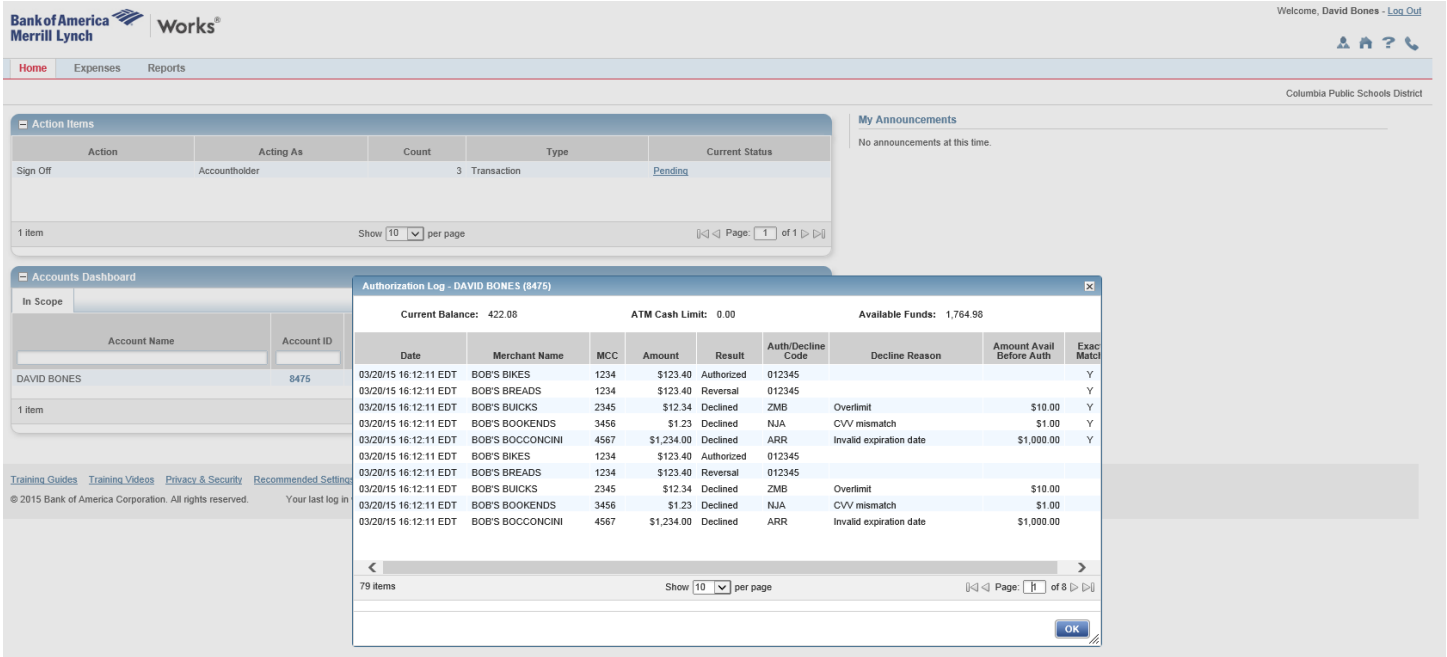
These 3 links are available at the top right-hand portion of every screen you navigate through.

The My Profile link will allow you to view your name, email address and Login Name. Clicking the Help link will allow you to access online help regarding functions and features for a specific screen. Clicking the Contact Us icon will provide you with the telephone and email information for Support Services at Bank of America.



Authorizations and Declines

You can viewing outstanding authorizations by clicking on the Account ID number XXXX in the Accounts Dashboard section – then View Auth Log. That will pull up the recent authorizations and declines.



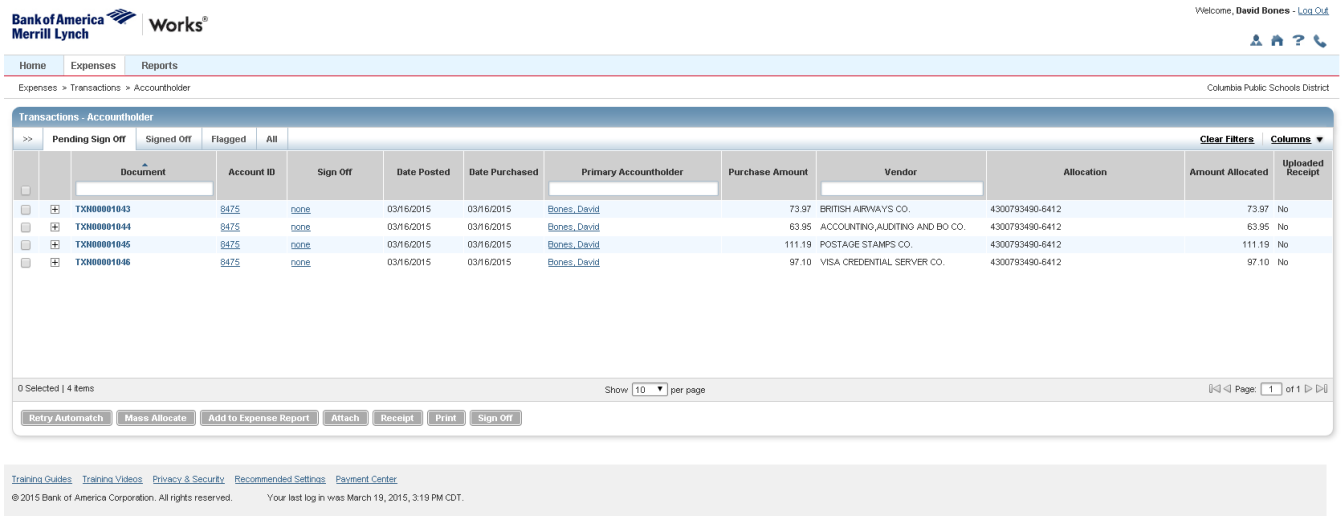
Reviewing details of a transaction

Expenses

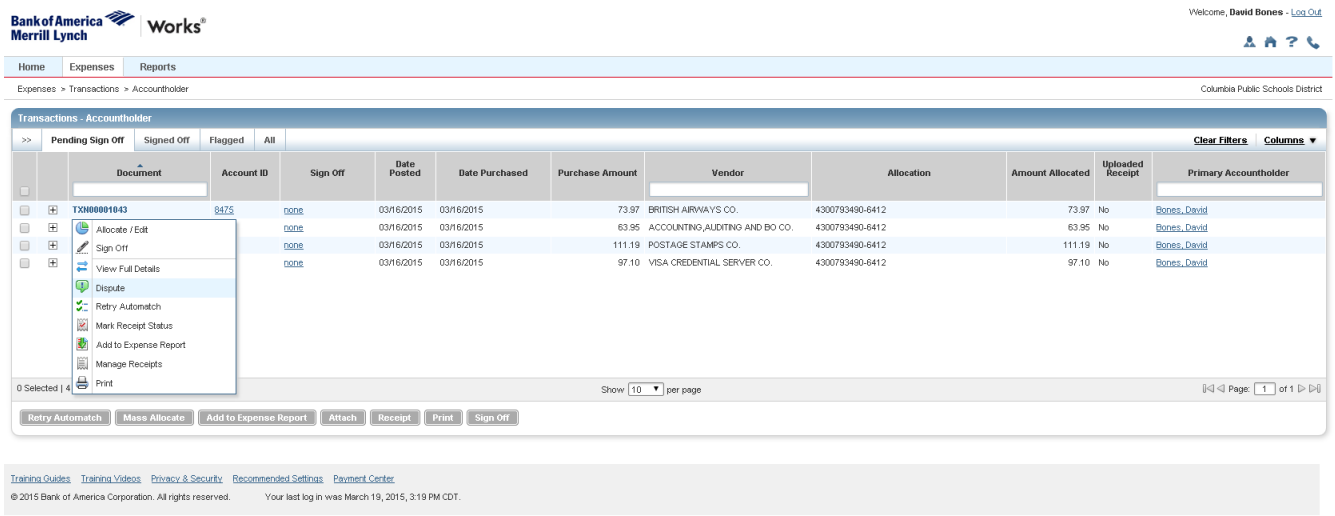
Cardholder responsibilities	Supervisor responsibilities
• Review the details	• Review the transaction for appropriateness
• Enter a comment if needed	• Review and change key/object if needed
• Review and change the key/object	• Check for a receipt
• Add the electronic receipt	• Sign off
• Sign off	

In the ACTION ITEMS section will be any transactions that require you to sign off.

Click on the PENDING link to pull up any transactions.



Click on the TXN0000#### number to get the ALLOCATION/EDIT link.



From this drop-down menu, you can:

1. Allocate/edit the account code
    a. Split fund by clicking on the ADD button

2. Sign off on the transaction
    a. Meaning the merchant, dollar amount are valid and correct. Sign off once the receipt has been added to the transaction.

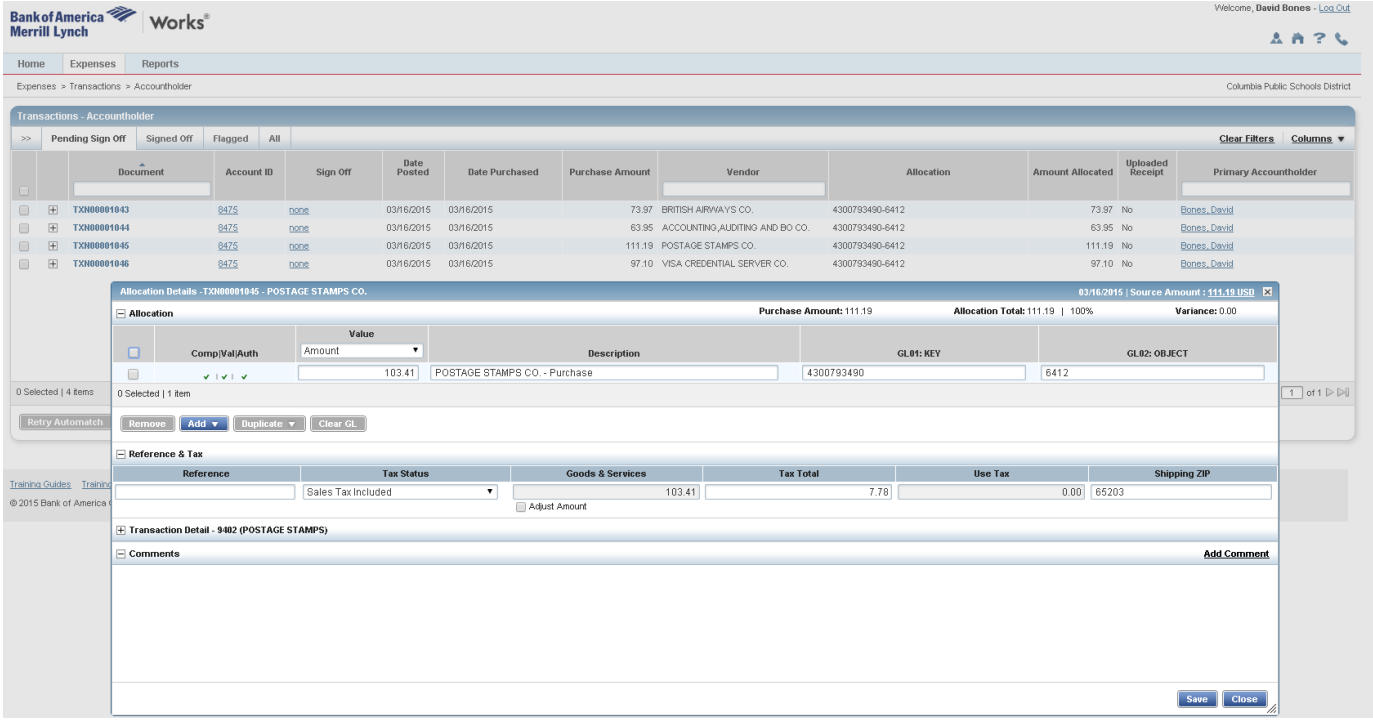
3. Dispute the transaction
    a. Select the appropriate reason code for the dispute

4. Manage the receipt

Change the KEY and OBJECT codes by clicking in the box if the transaction should not post to your default.

Note: Budget codes are restricted to only your department or building level. If you find you need additional codes to charge transactions to email the Program Administrator with your request.

Comments are only necessary for catering but if you would like to add a, please scroll down to the bottom of the allocate and edit screen, click "Comment" and leave the comment in the Comment box



Adding an electronic receipt to a transaction

This section provides the information needed to upload, store, and remove uploaded receipt images in WORKS. Users may upload and store receipt images in their Receipts storage queue for processing later. Removing a receipt image from the Receipts view removes the image from storage but does not remove it from any document to which it is attached. Instructions to remove an attached receipt image from a payable document are also included in this section.

Notes:

- Receipts must be attached before you sign off
- Receipt images can be uploaded or faxed.
- Receipt image uploads must be performed one at a time.
- Each uploaded receipt image must be less than one MB to upload.

Step 1 – Adding the receipt to a transaction

To upload a receipt image from your desktop into Works or attach a stored receipt and attach it to a transaction complete the following:

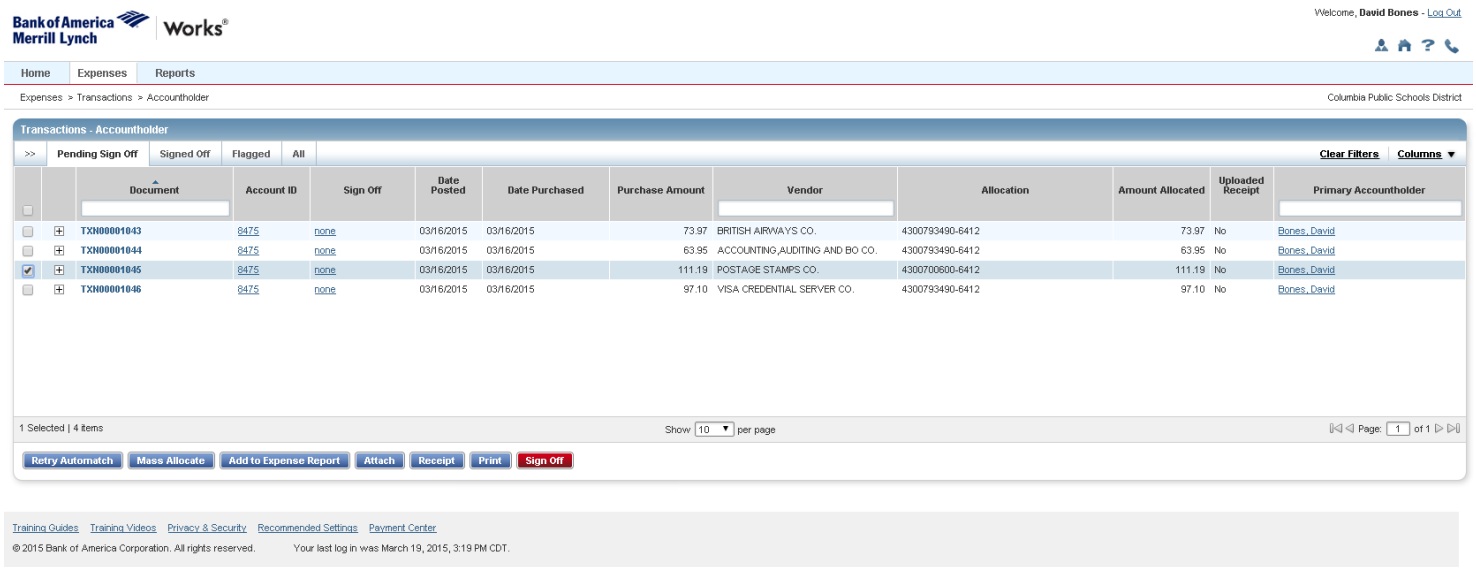
To...	Then...
Upload a receipt image and attach it to a transaction/or reimbursement	• Click **Expenses** > **Transactions** > Transactions Pending Sign Off display. • **Click the TXN#** of the transaction associated with the receipt image. The single-action menu displays.

1. Select **Manage Receipts.** The Receipts screen displays.
2. Click **Add**. A drop-down menu displays.
3. Complete **one** of the following:

To...	Then...
Attach a New Receipt	• Select **New Receipt**. The **Add Receipt** window displays. • Click **Browse** to locate the receipt image you wish to upload. • Select the desired receipt image. • Click Open. The file name displays in File to Add. • Enter a Description in the box. • Click OK. A confirmation message displays.

Cardholder Sign Off

Select the transaction and then click the “Sign Off” button at the bottom.



Supervisor sign-off
To allocate and/or edit a transaction, complete the following:

1. Click **Expenses** > **Transactions** > **Approver**. The Pending Sign Off screen displays by default.
2. Select the tab from which you wish to begin to allocate and/or edit. You can allocate from the following tabs:
    - Pending Sign Off
    - Signed Off (single transactions only)
    - Flagged (single transactions only)

3. Do you wish to allocate and/or edit multiple transactions?	**Then...**
Allocate multiple transactions	• Select the check box for each desired **Document**. • Click **Mass Allocate**. The Mass Allocate window displays. • Enter an allocation code in each GL# text box to identify how the segment will be allocated. • **Note:** If you are restricted to using predefined codes, click the browse icon ( ) to select a code from the allocation pick list.

4. Do you wish to allocate and/or edit a single transaction?	**Then...**
Allocate single transaction	• Select the **Document**. • Click **Allocate/Edit** • Add or copy a line to split fund • Remove a line if not needed • Edit the Key or Object by entering in the new key or object or by clicking in the box to pull up a list. • **Note:** If you are restricted to using predefined codes, click the browse icon ( ) to select a code from the allocation pick list. • **Click <SAVE>** • **Click <Close>**

4. To sign off on a transaction, complete the following:

- Click **Expenses** > **Transactions** > **Approver**. The Pending Sign Off screen displays by default.
- Select the check box for each desired **Document**. The action buttons become enabled.
- Click **Sign Off**. The Confirm Sign Off window displays.
- Enter **Comments**, if desired.
- Click **OK**. The Pending Sign Off screen displays a confirmation message. The transaction moves to the Signed Off tab.

(This completes the procedure)