

	Columbia Public Schools Columbia, Missouri	PROCEDURE	NO. 160.50
			DATE 07.01.98
			REVISION NUMBER 5
Subject: PURCHASING CARD PROGRAM			REVISION DATE 04.14.21

A. Purchasing Card Program Overview:

1. The Columbia Public School District's Purchasing Card 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 that offers an efficient and effective method of making small dollar purchases for business supplies. The Purchasing Card is not to be used for capital purchases. The Purchasing Card will reduce the use of the blanket order, some reimbursement requests, and other associated paperwork.
2. The responsibility and accountability for the Purchasing Card resides at the department level in accordance with Columbia Public Schools Board of Education policies and District administrative guidelines. The cardholder is responsible for and accountable to the Columbia Public School District for all charges made with the Purchasing Card.

B. To obtain a Purchasing Card:

1. After sixty (60) days of employment, fill out a Purchasing Card Application form and forward the completed application, approved by your supervisor, to the Business Services office. The Purchasing Card Application is on the Purchasing Card webpage.
2. Attend a Purchasing Card training session. Training is scheduled by the Purchasing Card Administrator. Administrator contact information is listed on the Purchasing Card webpage. Applicants not attending a training session within three months of the date of application will have their application terminated.
3. Sign the cardholder agreement form. The cardholder agreement form is signed during Purchasing Card training.

C. For Purchasing Card policies and procedures, please refer to the Purchasing Card Manual on our webpage.

D. Use of a Purchasing Card

1. Cardholders are responsible for the appropriate use of District funds.
2. For each purchase, the cardholder shall:
 - a. Determine whether the purchasing card is the most appropriate tool to use for the purchase.
 - b. Be sure the total amount will not exceed the cardholder's single transaction or monthly limits.
 - c. Determine that the price quoted is reasonable.
 - d. Ensure there is no sales tax charged.
 - e. Retain all boxes, containers, special packing slips, etc. until the cardholder is certain the supplies will be kept and not returned.
 - f. Scan and upload copies of detailed receipts as supporting documentation for each purchase.

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E. Approval of Purchasing Card Purchases

1. Each purchasing card transaction must be reconciled by the cardholder and supervisor through the Bank of America WORKS website (<https://payment2.works.com/works/>.)
2. All account codes need to be checked for accuracy and approved prior to the 7th day of the month following the month in which the purchases were made.
3. All transactions require approval of the cardholder and the cardholder's supervisor. The Purchasing Card Administrator will approve all transactions in excess of \$100. Additionally, the Purchasing Card Administrator will approve transactions less than \$100 on a sample basis. More consistent reviews will occur of transactions made by new cardholders and of transactions made by cardholders who have received past warnings or whose cards may have been suspended.

F. Suspension of Purchasing Cards

1. The Program Administrator will suspend the cardholder's 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 cardholder's account will be reinstated after completion of the reconciliation or addition of proper documentation.

G. Purchasing Card Webpage:

1. <https://www.cpsk12.org/Page/5771>
2. Departments / Business Services / Purchasing Card