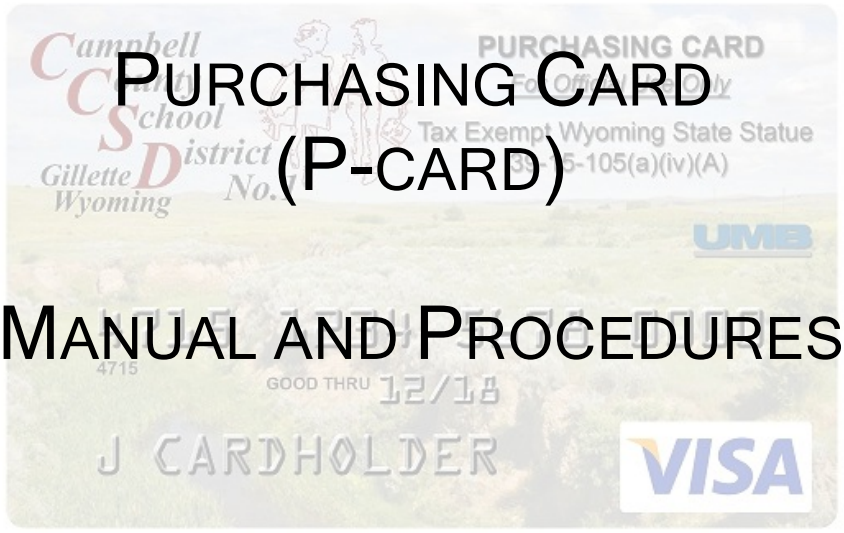
Campbell County School District No.1



PURCHASING CARD (P-CARD)

MANUAL AND PROCEDURES

RESOURES

District Contacts:

District's P-card Management Team	
Name,Title	Direct Phone No.
Rhea Betts, Accounting Manager	687-4523
Carl Fox, Purchasing Manager	687-4547
Steve Yount, Director of Finance	687-4581

Last Updated October 19, 2026

PURCHASING CARD (P-CARD) MANUAL & PROCEDURES

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Sample Documents & Forms (Celery colored paper)

Dispute Form - available on line

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Additional Attachments (Yellow colored paper)

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Yearly P-Card Billing Cycle

PURCHASING CARD (P-CARD) - POLICIES & PROCEDURES

PURPOSE

This manual sets forth the Policies and Procedures for the Campbell County School District No. 1's (District) Purchasing Card Program.

POLICY STATEMENT

To develop a methodology, define limits and responsibilities for use, of a District issued purchasing card (P-card). P-cards will be issued to certain District personnel and authorized officials for District purchases consistent with existing purchasing policies, all the while reducing the time and costs associated with the current purchase order/payment cycle.

DEFINITIONS / GLOSSARY OF TERMS

Billing cycle	Purchases made and processed during a specific time period, called a cycle, and billed to the District after the last day in the cycle.
Building/Department Reconciler (BDR)	A District employee given access to properly code and describe each P-card transaction for their assigned P-card holders.
Card or P-card	Purchasing card or P-card is the VISA credit card issued to a District employee or official. Each card has a predetermined transaction and monthly (cycle) spending limit.
Cut Off Date	Monthly date set for BDRs to have assigned P-card holder's transactions reconciled in iVisions.
Default account code	Every issued P-card is assigned a default District budget account code. If a P-card transaction is unreconciled or the default budget account code is not changed by the end of the established reconciliation cut off date, this default budget account code will be used for payment. It is the responsibility of the Building/Department Reconciler (BDR) to initiate a journal entry to correct charges for any payments made due to mis-coded transactions.
District P-card Management Team	The District P-card Management Team consists of the Accounting Manager, Purchasing Manager and the Direstor of Finance. For specific segregation of duties see the Activity Roles section of this manual.

DEFINITIONS / GLOSSARY OF TERMS (cont)

Merchant Category Code(Groups) (MCC)	A four digit Merchant Category Code, established by the credit card company, identifying a businesses provided product and/or service. These MCC codes are used to define where a District P-card may be used and what products or services may be purchased.
Monthly (Cycle) Limit	Monthly (cycle) dollar limit established for each individual P-card by the District administration and/or Department Supervisor.
P-card Holder	The District Employee whose name appears on the P-card. This individual is the only one permitted to make purchases with the issued card, and is accountable for all charges made with their P-card. The privilege and convenience of having a District P-Card carries with it a great responsibility, the card holder is required to know and follow both District and State purchasing policies as well as the District's P-Card program guidelines.
Single Transaction Limit	Dollar limit set for a single purchase, or per transaction, with a District issued P-card.
Support Documentation	A merchant produced document that records the relevant details for each item purchased including quantities, unit cost(s) description of what was purchased, the total charge amount and the merchant's complete contact information. (name, address phone numbers) (ie., sales receipt, original invoice, etc.)
Transaction	The act of purchasing materials or services with the P-card.
Vendor/Merchant	A business from which the District is purchasing materials, equipment or services under the provisions of this procedure.

PROCEDURES

Introduction

This P-card program was established to provide a more expedient purchasing/payment procedure for small dollar items and some travel expenses. Individuals who have been issued a P-card may initiate transactions, within existing District purchasing policies, in person, by telephone or via the internet. Payments to businesses will be through the bank card settlement system and payments to the card holder bank will be made by the District's accounting official per established contract.

Receiving a P-card

Requests for a individual employee to have a District P-card is made by a District administrator/supervisor.

A P-card holder will attend mandatory training, they will receive a copy of this manual along with individualized instructions on their P-card limits, required paperwork, time lines and informed of their designated BUILDING/DEPARTMENT RECONCILER (BDR). Before their P-card may be issued, the individual is required to sign the District's P-card Holder Agreement form.

Authorized P-card Use

District P-cards are to be used only for purchases designated within the P-card holder's profile limits and shall only be used by the authorized P-card holder. NO OTHER PERSON IS AUTHORIZED TO USE YOUR CARD! A P-card holder may make transactions on behalf of others in their Department or Division if and when allowed by their Administrator/Supervisor. However, the P-card holder is responsible for the business validity and paperwork associated for all purchases made with their P-card.

Note: P-card use provides only an additional method of payment. It does not provide additional budget funds.

Use of the P-card shall be limited to the following conditions:

Individualized transactions:

- ☞ The total value of a transaction must not exceed a P-card holder's Single Transaction Limit.
- ☞ Purchases WILL NOT be split into multiple transactions to stay within the single transaction limit or to circumvent the District's existing purchasing policies.

The District's complete Purchasing Policy and Procedure Manual can be found online at https://www.ccsd.k12.wy.us/admin-page-1935/district-policies

PROCEDURES (cont)

Daily/Monthly (Cycle)

☞ Total P-card purchases shall not exceed P-card holder established limits.

If the P-card holder finds their current card limits inadequate, temporary or permanent limit increase requests need to be made prior to purchase attempt by either calling or emailing the District's Accounting Manager.

Unauthorized P-card Use and Prohibited Transactions

The P-card is to be used ONLY by the person it is issued to and ONLY for approved District purchases. Any unauthorized purchases will require immediate reimbursement, may result in card revocation, and even be cause for disciplinary action including employment termination, recovery action and/or criminal prosecution.

The District's vendors and suppliers are our business partners. All P-card purchases must be in the best interest of the District and must not give, or even appear to give, a preference to any specific vendor or supplier at the expense of the District. Showing favoritism to any vendor or supplier always has a potential damaging effect on the District's reputation.

Wyoming State Statute 9-3-102 prohibits the purchase or reimbursement of alcohol with government funds; so under no circumstances should alcohol be charged on a District's P-card.

A District's P-card is NOT to be used for personal, unauthorized or prohibited purchases.

Following are samples of prohibited transactions. This is not an all inclusive list and may be revised as required.

Personal purchases ***	Leases and rentals (travel rental car exception)
Advertising (limited)	Legal fees or expenses
Alcoholic beverages, drinking places & package liquor	Massage parlors
Antique shops	Maintenance agreements
Betting, casinos	Medical payments or services
Cash, cash advances or cash type transactions	Room service/Mini Bar
Cellular phones and/or contracts	Postage for meters
Consultant and/or contractual services	Purchases involving trade-in of District property
Contracts requiring authorized signature	Split purchases
Construction, renovation or installation	Stocking of major quantities of commodities
Dating and escort services	Store credit for returns in lieu of card credit
Equipment - Fixed/capital and upgrades	Textbooks (Non-adopted)
Firearms/weapons/ammunition/pyrotechnics/explosives	Tickets (show, parking, etc.)
Gasoline/Fuel for personal vehicles	Tobacco Products
Gifts for employees	Valet, Bellhops, Cleaning Crew
Gift/Cash Business Cards of any kind	

*** Personal purchases include but are not limited to; incidental food, drink or recreational expenditures. For example bottled/fountain drinks, snacks, an ice cream treat/cone, newspaper, magazines, video rentals, or personal calls.

PROCEDURES (cont)

Consequences

An employee who makes unauthorized purchases with a District P-card will be liable for the total dollar amount of such unauthorized purchases.

Accidental unauthorized purchase

If found by the P-card holder

If the P-card holder makes an unauthorized purchase they need to immediately notify their BDR and Supervisor for reimbursement arrangements. At a minimum, all reimbursement payments must be made within the P-card cycle the charge was processed.

Reimbursement payments need to be receipted into the District's InTouch receipting system with the InTouch receipt copy attached to the corresponding transaction's back up documentation.

If found by District personnel

If an unauthorized purchase is found by District personnel, the P-card holder, their Supervisor and BDR will be notified by either the Accounting Manager, Purchasing Manager, or Director of Finance (or designate).

Reimbursement payments need to be receipted into the District's InTouch receipting system with a copy of the receipt attached to the P-card holder's back up documentation.

Continued Unauthorized Purchases

Use of a District's P-card is a privilege not a right. If a P-card holder consistently abuses this privilege, or refuses to maintain proper documentation, email warnings will be instituted. Continued misuse of a District P-card, depending on the type and severity, may lead to P-card deactivation and even possible job termination.

Making a Purchase

Do not assume all businesses will accept the District's P-card. You may need to stop by the customer service counter prior to charging to make sure your District's P-card will be accepted.

Price Checking

The P-card holder is required to check as many supply sources as reasonable for the situation to assure best prices, delivery and all purchases are in compliance with District's purchasing policies and Wyoming Statutes. Once a vendor has been designated, confirms the merchandise specifications, availability and delivery requirements a purchase may be initiated.

PROCEDURES (cont)

Back Orders

Back orders are not acceptable. If the vendor does not have the full quantity ordered available, do not authorize payment for the full order. Only accept and pay for the quantity the merchant has available at the point of sale.

Use of District Purchase Order

If a desired vendor/merchant will not accept a District P-card, and they are the most qualified and offer the best pricing, then the purchase should be made using a District purchase order.

Tax Exempt

Campbell County School District No.1 is a political subdivision of the State of Wyoming and is sales tax exempt in and by all Wyoming businesses by Wyoming State Statute 39-15-105 (a) (iv) (A). The District's tax exempt status has been printed on the face of each P-card.

It is the responsibility of the P-card holder to inform the vendor/merchant accepting the P-card as payment of this tax exempt status prior to charging. If Wyoming state sales tax is charged by a Wyoming business, the P-card holder may be required to personally return to the vendor and request the sales tax charges be credited back to P-card or to reimburse the District for any Wyoming sales tax charged on their p-card.

Do not use any business self checkout stations. Always, checkout with a business employee to be sure transaction is tax exempt.

A copy of the District's Wyoming Sales Tax Exemption Certificate can be found online.

https://resources.finalsite.net/images/v1712898100/campbellcountyschoolsnet/oqqtbwazslhtsb1iqoi1/taxexempt.pdf

Support Documentation / Itemized Receipts Required

The P-card holder must acquire from the vendor a detailed itemized invoice/ receipt showing each item purchased including quantities, unit cost(s), description of what was purchased, the total charge amount and the business/merchant's complete contact information, name, address and phone number (sales receipt, original invoice, credit receipt, etc.)

Original support documentation must be submitted to the P-card holder's assigned BDR within the appropriate monthly cycle.

PROCEDURES (cont)

Delivery Instructions

If items are being delivered by local business/vendor or mail order, it is the P-card holders responsibility to direct the vendor to deliver packages F OB Gillette WY to either their District location or the District's warehouse as follows:

Campbell County School District
P-card (holder last name) / (holder District location)
1000 West 8th Street
Gillette WY 82716

The vendor must place an attention line with specific wording on the outside of the package, P-CARD (HOLDERS FIRST INITAL.LAST NAME) / LOCATION .

Freight Charges

When arranging the method of delivery (freight), the P-card holder should seek the most reasonable and least expensive terms that will assure delivery of the goods when they are required.

To limit unnecessary expenses, goods should be shipped UPS, Fed Ex, USPS "ground" or priority mail. Only if the product is required immediately should "air", "next day air" or "next day by 10 a.m." be used.

Freight must be paid at the time the order is placed with the merchant. Do not accept a term to the effect "freight is invoiced separately" or "Pay on Delivery".

Fixed Asset/Property Asset Tagging of Equipment

Starting July 1, 2020 equipment items requiring asset tagging are not to be purchased with a P-card. If a vendor will not accept a District Purchase Order, contact the Purchasing Manager for purchases requiring a P-card transaction.

Travel

Depending on the authorization level, P-card's may be used for airfare, lodging accommodations, meals, ground transportation, rental cars, meals, and other travel related expenses. Use of a District's P-card for travel does not negate, nor replace the current District's Travel Reimbursement Guidelines and it is the P-card holders responsibility to remain familiar with such restrictions. The most recent version of the District's Travel Reimbursement Guidelines can be found on-line at

https://resources.finalsite.net/images/v1786569519/campbellcountyschoolsnet/campbellcountyschoolsnet/esjwugxhzyh9yuwucicx/TravelReimbursementGuidelines-2026.pdf

PROCEDURES (cont)

Travel (cont)

Plan Ahead

Before traveling, a P-card may need (short term)temporary changes to their P-card's limits before the expected travel time period. If temporary changes are needed the P-card Holder needs to have their Supervisor/Administrator or BDR notify the Accounting Manger through email the request for andy changes needed. Please give estimated travel dates, locations where the P-card may be used, possible expense types and estimated amounts to occur.

Travel Expenses for non-District personnel

With the exception of charges related to a double occupancy room rate, no travel expenses for family members accompanying the P-card holder will be allowed on a District's P-card. If an additional lodging room charge happens for accompanying family members, all such additional charges will be reported and a copy of the InTouch reimbursement receipt must be attached to the P-card Holder's monthly/cycle log. The funds received for the reimbursement is to be coded back to the account used to pay for the charge.

Airfare

Airline tickets may be purchased from a travel agency or directly from the airline. If tickets are purchased from a travel agency, the agency fee may be placed on the P-card. Refunds must be credited back to the same P-card. Only P-card holder fees incurred by flight changes after the initial departure may be charged to the P-card. The cost of an airline ticket is the property of Campbell County School District No.1 and if not used must be refunded back to the District by the purchasing employee.

Following procedures used to purchase airfare for District employees, students or representatives:

- Travel authorization must be received from the P-card holder's direct Supervisor prior to any ticket(s) being purchased. The P-card may only be used by the P-card holder, but the P-card holder may, if pre-approved, purchase tickets on behalf of other authorized District traveler(s).

- Back up documentation must include all travel document number(s) and itemized costs, flight information, traveler(s) name for proper transaction reconciliation description.

NOTE: The District will pay for the first checked bag fee. Any extra bag fees beyond the first bag, will need to be reimbursed unless the charges were for business purposes. These receipts need to list purpose and must be signed by their Administrator/Supervisor.

PROCEDURES (cont)

Fuel - When can a District P-card be used for fuel?

- Rental Vehicle - a District P-card may be used to fuel rental cars.
- District Vehicle - A District P-card should only be used if a District fleet card is unavailable or the fleet card is unusable due to station availability, only then can a P-card be used to fuel a District vehicle. Additional information needs to be placed on the receipt 1)Reason P-card was used 2) the District Vehicle Number and 3) vehicle's current odometer reading.
- Never in a personal vehicle.

Rental Vehicle

Use of a rental car may be authorized by the P-card holders Administrator/Supervisor when it is essential to conduct District business. Note: Violations, Moving and Non-Moving (Parking tickets, expired drivers license, etc.) received during the use of a rental car are solely the employee's responsibility and should not be charged to a District P-card.

District Vehicle

When traveling by automobile the P-card holder is encouraged to utilize a District vehicle when one is available and to check out a District fleet gas credit card. The District receives a Federal fuel tax reimbursement on purchases made with the fleet gas credit cards.

Personal Vehicle

A District P-card is never to be used to purchase fuel for an employees personal vehicle.

Reimbursement Agreements/Arrangements

If a District P-card was used for any travel expenses for individuals who will be paying the District back, such as parent, chaperon or spouse, reimbursement arrangements need to be agreed upon prior to charges. All reimbursements need to be made prior to the end of the billing cycle, with InTouch receipts attached to P-Card holder monthly/cycle log in which the expense occurred, not months later.

Meals

Detailed itemized receipts are required when a District P-card is used for the purchase of meals. A maximum fifteen (18) percent tip, on the total cost of the food/beverages only, may be added to the P-card charge and must be reflected on the original receipt. Any additional charges/fees (e.g. delivery/fees) are to be considered a portion of the tip. After calculating your 18% tip amount, reduce any fee charges before writing the tip amount you are authorizing on the receipt.

When charges are for more than one person, a name list or a student count list should to be attached along with the purpose description. This information will be used by the BDR for the reconciliation description.

PROCEDURES (cont)

Registration

A District P-card may be used to pay for conference registrations. Note on the Expense log if lodging is included with the registration. (i.e. Conference Registration & Lodging) The paid receipt needs to list the employee name, complete registration & Lodging information and/or copy of the brochure.

Internet (E-commerce) Transactions

Internet shopping can be an efficient and often required method of purchasing required supplies. You can minimize risks associated with internet purchases by adhering to some common-sense best shopping practices. Best shopping practices listed below were acquired from the following internet sites: http://www.bbb.com and http://www.bbb.org.

- Know whom you are doing business with before placing the order. If you are not familiar with an online merchant, verify its reliability with outside organizations, such as the better business bureau. Never provide personal information such as social security or bank account numbers
- Use web sites that provide clear company contact information (phone number, address in the real world, customer service contact) as well as their warranty, return and refund policies.
- Set up District customer account as tax exempt before placing the order. Do not use guest shopping!
- Check if vendor has any government or education pricing. Vendor's may provide significant discounts. Take advantage of them.
- Understand prices, shipping and handling charges, the terms of any product or service guarantees and the expected delivery date. Our bid items are FOB Gillette WY. Delivery costs from online sites will be in addition to the merchandise cost.
- Do not use your credit card unless you are in a secure environment. (i.e., the location/address box on your browser starts with https://). The 'S' in the site address means it is a secured site. If an internet site asks you to create an account with a password, protect that password. A site should have a privacy policy explaining how the merchant will protect the information you submit when making a purchase. If policy is not present, request the information.
- Check your order for keystroke errors to avoid ordering the wrong items or quantity. Always print and retain a copy of each order with a confirmation number attached. Also print the internet address line (uniform resource locator) of the company site you are doing business with.
- Direct the vendor to deliver packages FOB Gillette WY to your District location or the District's warehouse as follows:

  Campbell County School District
  P-Card (P-card holder's First inital.Last name/Location)
  1000 West 8th Street
  Gillette WY 82716

  The vendor must place specific wording on the outside of the package, P-CARD HOLDER'S FIRST INITAL.LAST NAME / IN DISTRICTLOCATION .

PROCEDURES (cont)

Market Place Type Orders

At this time P-cards are not be used to purchase market place type orders. Market Place type orders are those found on sites like e-Bay.

Corporate Accounts

The District has corporate accounts established with a few of the major online companies which give better pricing compared to individual accounts. Give item ordering information to you location's secretary for them to use the District's purchase order program, not your P-card (i.e., Amazon, Dell, Follett Library Resources, LD Products, Office Depot, School Speciality, The Baker and Taylor Company, Sgaebrush Corporation, Usborne Books, Powell's Cinty of Boods, Gumbrop books)

Returns

If an item is not satisfactory, received in error, duplicated, damaged and/or defective, etc., the following steps should be followed:

- ☞ The P-card holder makes contact with the vendor to obtain authorization to return the item(s). Each vendor has their own return policy. Make sure your return meets their criteria without incurring a restocking fee. The items to be returned need to be re-packed in the original manufacturer's carton. It is recommended that all returns go through the District's Warehouse for shipping by UPS for shipment tracking.
- ☞ For local orders, take a copy of the original receipt with product in its original manufacturer's carton back to the business.
- ☞ When an item has been returned and an itemized credit receipt received, the P-card holder is to list this credit transaction on the corresponding monthly cycle expense log/report.

Resolving Errors

Disputed Charges

If a P-card holder has a charge being disputed, they may need to complete the P - card Dispute Form.

If there is a transaction where the goods have not yet been received or other discrepancies, the P-card holder should attempt to resolve these problems prior to the established cycle end date. Most disputes can be resolved between the P-card holder and the business. If the dispute cannot be settled at this level, the BUILDING/DEPARTMENT RECONCILER will advise the Accounting Manager by registered email of the problem, what has been done to date to resolve it and any contact information if known.

PROCEDURES (cont)

Transactions not Appearing as Online Activity for a Ending Billing Cycle

If charges or credits are not appearing on the iVisions Pcard transaction screen for the BUILDING/DEPARTMENT RECONCILER, the P-card holder needs to retain a copy of all appropriate transaction documentation until the next billing cycle. If a purchase or credit does not appear within sixty (60) days after the transaction date, the P-card holder or their BDR will need to notify the Accounting Manager, by phone or registered email, of the problem for further followup.

Missing/Lost Receipt(s)

An itemized invoice/receipt must be obtained for each and every transaction. If the card holder is unable to find the original paperwork a duplicate invoice/receipt must be requested from the merchant before using a Missing/Lost Receipt Affidavit form. When using the Missing/Lost Receipt Affidavit form, all information must be filled in and signed by both the card holder and their supervisor, before the form is attached to their monthly/cycle expense log/report.

When a P-card holder consistently provides none or unacceptable receipts, support documentation, or abuses the use of the a P-card, the BDR will be instructed to obtain the P-card and forward it to Accounting Manager for deactivation.

Card security

It is the P-card holder's responsibility to safeguard their P-card and account number to the same degree they would safeguard their personal credit information.

Each P-card holder will be given a RFID blocking credit card sleeve to house their District P-card.

Card Activation

All P-cards will be activated by the Accounting Manager.

Card Renewal

A renewal P-card will automatically be issued in the month the previous P-card expires. The P-card holder will be contacted when their new P-card is available. Each P-card holder will need to personally bring their expiring P-card (swap old for new) when picking up their new P-card from the Accounting Manager.

Notify the Accounting Manager immediately if you receive a new P-card directly in the mail.

No P-card Sharing

The P-card holder must not allow anyone to use their District P-card. A violation of this trust will result in their P-card being withdrawn and the P-card holder will face possible disciplinary action.

PROCEDURES (cont)

Lost or Stolen P-card

In the event a P-card holder loses their card, (and it is not a business/working day or the Accounting Manager can not be contacted) they are to contact:

1. UMB Bank at the following number 1-888-494-5141 which has representatives available 24 hours a day. The P-card holder needs to let the UMB bank representative know the card lost/misplaced and that it is one belonging to the Campbell County School District No.1. DO NOT allow a replacement card to be processed.

2. After calling UMB the P-card holder needs to notify their immediate supervisor and their designated BUILDING/DEPARTMENT RECONCILER.

3. Send a registered email to the Accounting Manager of the situation. Depending on the situation, a replacement P-card with a new number may be ordered.

If a lost P-card is subsequently found after being reported lost contact the Accounting Manager for instructions.

P-card Holder Transfer / Separation

Prior to a in-district transfer (to another department, school location) or leaving the District, the P-card holder is to surrender their P-card to their assigned BDR along with a final signed expense log and all support documentation. An email informing of a P-card needing to be closed is to be sent to the Accounting Manger listing the last day the P-Card will be used.

All P-cards are to be sent to the Accounting Manager for proper disposal

REQUIRED TRAINING

First Time P-Card Holder

Once a potential card holder has been approved a P-card will be ordered by the Accounting Manager. The potential card holder will be contacted to attend training. After the mandatory training the card holder will be required to read and sign a Purchasing (P-Card) Card holder Agreement. The P-card holder will be asked to sign the back of the card before leaving. Although the P-card is issued in the P-card holder's name, it remains the property of Campbell County School District No.1.

Building/Department Reconciler

Each P-card holder will be assigned a designated BDR who is required to attend and successfully complete iVisions P-card reconcilation training.

PROCEDURES (cont)

SPECIAL ACCOUNTS

Federal & State Monies

Capital - Component Projects (32 funds) & Major (33 funds)

The majority of purchases using fund 32 and 33 will continue to be made with a District purchase order. Under no circumstances should contracted services or purchases requiring bids be processed through the P-card system. When processing the occasional P-card purchase from this funding source a project number and/or a work order number is required on the expense log/report. It may also be necessary for the BDR to contact the Finance Department for appropriate budget coding information.

Grant Funded Purchases (20 funds)

Purchases needing to be charged against a grant (Local, State or Federal) must fall not only within District guidelines but also the grant guidelines, if different the more restricted rules are to be followed. Preapproval for grant funded orders are not required, however, when in doubt contact one of the Grants & Federal Programs secretaries for guidance.

Major Maintenance (22 funds)

The majority of major maintenance fund purchases will continue to be made with purchase orders. Under no circumstances should contracted services or purchases requiring bids be processed through the P-card system.

When processing the occasional P-card purchase from this funding source a project number and/or a work order number is required on the expense log. It may also be necessary for the BUILDING/DEPARTMENT RECONCILER to contact the Finance Department for appropriate budget coding information.

Maintenance - Work Orders

When purchasing materials to complete a work order, the work order number must be indicated on the P-card's holders expense log/report. If a single detailed receipt contains items for multiple work orders the details must be clearly broken out on the P-card expense log.

Transportation - Repair Orders

When purchasing materials to complete a repair order, the repair order number must be indicated on the P-card expense log. If a single detailed receipt contains items for multiple repair orders the details must be clearly broken out on the P-card expense log.

ACTIVITY - ROLES

P-card Holder

Record Keeping

Expense Logs

Each P-card holder is required to maintain appropriate P-card Expense Log(s) during each billing cycle as instructed by their BDR. Each P-card holder's P-card Expense Log(s) needs to list each transaction by purchase date, vendor, description, total dollar amount, corresponding work order or repair order numbers, and whether all items have been received. All back up receipt records need to be kept in date order and clipped to their corresponding expense log at the end of the billing cycle. If more than one expense log page is needed for a cycle, be sure each log has the corresponding invoice/receipts attached to each individual page. Do not staple multi log pages together for submission. Note: BDRs need access to each receipt for scanning.

Itemized Invoice/Receipt - Backup/Documentation

Each P-card holder is required to retain all corresponding detailed original sales documents made between billing cycles. (Itemized invoice/receipts, cash register tape, credit card slip, and/or other documentation that can serve as proof of purchase, and credit memos) These documents need to show the merchant's complete contact information; name/mailing address/phone&fax numbers.

Phone Orders

When ordering by phone the P-card holder must request the merchant to immediately fax or email a copy of the itemized receipt/invoice. These receipts need to show the vendors contact information as well as an itemized list with costs and totals matching the Pcard charge. Each P-card holder must ensure goods received are in fact items ordered, received in acceptable and in serviceable condition and received in quantities ordered.

Internet Orders

When ordering via the Internet the P-card holder must print a copy of the order confirmation document. Each P-card holder must ensure goods received are in fact items ordered, received in acceptable and serviceable condition and received in quantities ordered. After order is processed the P-card holder must contact the vendor for an itemized order invoice/receipt for log backup attachment.

Discrepancies

Resolving Errors, Disputes, Returns and Credits

It is the P-card holder's responsibility to resolve any discrepancies with a merchant within fifteen (15) days of receipt. All vendor documentation should be attached to their expense log. If a resolution is not possible, contact the Accounting Manager prior to completing and filing an official dispute with our P-card provider bank.

ACTIVITY - ROLES (cont)

P-card Holder (cont)

Budget Account Coding

Each P-card is assigned a default budget account code. If a transaction needs to be coded differently, the P-card holder needs to list the correct budget account code on the expense log for entry by their BDR.

Record Retention Requirements

It is the responsibility of the P-card holder to retain copies of their weekly/monthly cycle expense logs and support documentation in a secure area. Cycle expense logs and corresponding backup documentation/information are to be forwarded to their BDR by noon three working (3) days after the last day in the billing cycle. Before forwarding, the P-card holder needs to make copies of their expense log pages for their local record retention. These copies need to be kept for one (1) calendar year.

Coordinate with your BUILDING/DEPARTMENT RECONCILER (BDR)

Each P-card holder is assigned a BUILDING/DEPARTMENT RECONCILER (BDR). The BDR will be the person who is currently entering your purchases into the District's Purchase Order program for payment processing.

Each P-card holder needs to coordinate and maintain a timely schedule with their assigned BDR in order for them to meet the weekly established online updates.

BUILDING/DEPARTMENT RECONCILER (BDR)

Each P-card holder will be assigned a BUILDING/DEPARTMENT RECONCILER (BDR) . The BDR will probably be the person who is currently entering Purchase Orders for their assigned P-card Holder.

A BDR is the point of contact for the P-card Holders, location administrator or Supervisor/Manager, and the District Management team responsible for the P-card program. Responsibilities include the receiving and disseminating of new or additional P-card program information, forms, and supporting documentation verification.

Weekly Duties

Each designated BDR is responsible to coordinate and maintain weekly meeting schedules with each of their assigned P-card holders in order for accurate and timely entry of transaction information. In order to provide up-to-date information through the District's books, it is recommended each BDR allocate and update descriptions for all their assigned P-card holder transactions on a weekly basis.

Each Monday the previous weeks posted transactions will be downloaded from VISA online into the iVisions Payables-Purchase Cards module. After a transaction is reconciled and posted an encumbrance with show against the budget account used the District's general ledger.

Monthly Duties

P-card Holders have been instructed to forward their Expense log(s) and corresponding receipt/documentation for a complete billing cycle to their BDR by noon of the 3rd business day after the end of the billing cycle.

The BDR is required to review each assigned P-card holder's Expense log for accuracy and to confirm each transaction listed is for the current billing cycle, has appropriate backup documentation, is signed by both the P-card holder and their Supervisor, as well as review purchases made follow District policy's and rules. NOTE: no signature stamps are allowed.

It is the BDR's responsibility to look for any inappropriate use of a District P-card. If an inappropriate P-card transaction is found the BDR needs to notify the P-card holder, their direct Supervisor and the District's Accounting Manager of the transaction and the expected repayment time line.

The BDR is required to reconcile all assigned P-card Holder transactions in iVisions, attach scanned copies of the required backup documentation no later than the fifth (5th) business day after the end of the billing cycle.

Code Corrections

It is the responsibility of the BDR to initiate any correcting actions (Adjusting Journal Entries) needed due to VISA online transactions not maintained according to time lines.

If a transaction(s) was not coded correctly prior to payment it is the BDR responsibility to contact the Director of Finance for any necessary corrections.

Budget Account Segments and Strings

The District's Director of Finance (or designate) maintains the iVisions budget account code strings. Contact the Director of Finance (or designate) if a budgeting coding problem is encountered during transaction reconciliation.

If a P-card transaction needs an account string not already set up in the District's general ledger Infinite Visions software, the BDR needs to contact, by phone or email, the Director of Finance (or designate).

Director of Finance

It is the Director of Finance's (or designate) responsibility to coordinate the District's budgets and budget coding.

Maintenance

Budget Account Segments and Strings

The Director of Finance's (or designate) is responsible for maintaining active account codes available for use in the District's Infinite Visions software.

Daily / Weekly

Each Monday the Director of Finance (or designate) will sign on to VISA online to review and download all VISA transactions into the iVisions Purchase Cards module. Generate the email notification to be sent out to BDRs who have transactions needing reconciliation for purchases made by their assigned P-card holders for the previous week.

If, for any reason, the billing cycle payment time line cannot be met by the BDR, the Director of Finance (or designate) will approve any un-allocated P-card transactions for payment using the P-card's assigned default account code.

Trouble Shooting Problems

Any member of the District P-card Management Team will be available to P-card Holders and BDRs to assist with transaction issues.

Purchasing Manager and Purchasing Department

The Purchasing Manager and Purchasing Department are the primary contact for all District purchasing issues.

Monthly

Random overview of P-card transactions

The Purchasing Manager will check PCard transactions periodically for type, pricing, District policy and rules compliance.

Troubleshooting Problems

Any member of the District P-card Management Team will be available to P-card Holders and BDRs to assist with transaction issues.

Accounting Manager and Accounting Department

It is the responsibility of the Accounting Manager (or designate) to reconcile the District's financial information for the purpose of ensuring accuracy, timely payments and compliance with regulatory requirements.

P-Card Program Bank Liaison

P-card Ordering (New/Replacements)

The Accounting Manager will order new credit card(s) with the P-card Bank. For each P-card ordered the following information will be supplied: Employee legal name (no nicknames), Company Unit-Building location/department, Monthly spending limit, Default account code & Building/Department Reconciler

Disposal

When an employee no longer needs a District P-card the BDR will collect the P-card, cut it in half and forward it to the District's Accounting Manager for proper disposal and to make the necessary changes in the VISA online setup.

Maintenance of Lists - Master P-card and First Class Mailing

The Accounting Manager will maintain a master list of all District issued P-cards as well as FirstClass mailing lists for P-card holders and BDRs.

Monthly Duties

Report, Activity Verification and Record Retention

On the first (1st) day after the end of the billing cycle the Accounting Manager will download from VISA online the statement a complete excel report of the District's P-card monthly cycle transaction activity. An ACH payment will be processed for the montly statement and prepare the $500 and over transaction listing for web publising.

Maintenance of District's P-card online information web pages

The Accounting Manager is responsible for the information and availability of P-card information on the District's web site. Types of Information accessible from these web pages include: P-card Manual and Procedures, P-card Program Forms (printable / fill in), Purchasing Policy and Regulations, District Travel/Meals and Lodging Guidelines, Contacts, etc.

New P-CARD HOLDER Training

The Accounting Manager is responsible to schedule and provide training sessions for all new P-card Holder's.

Troubleshooting Problems

Any member of the District P-card Management Team will be available to P-card Holders and BDRs to assist with transaction issues.

CAMPBELL COUNTY SCHOOL DISTRICT #1
PO Box 3033 Gillette, WY 82717-3033 p: (307) 682-5171
P-CARD DISPUTE FORM

4715 62 _ _ _ _ _ _ _ _ _ _
Card # (last 10 #'s)

_____
Cardholder Name

(____) _____ -_____
CCSD phone #

_____
Building/Location/Department

_____
Vendor Name

____/____/____ ____/____/____
Transaction Date Posting Date

_____
Transaction #

$____,_____.____
Disputed Amount

Please read and select the situation that most closely reflects your dispute. (Please use blue or black ink)

- ☐ Unauthorized transaction (Did not purchase or order)
- ☐ Problem with order and not yet resolved Explained below.
- ☐ Amount difference (Copy of receipt is attached)
  - ☞ I was billed $_____ should be $_____
- ☐ Duplicate Posting
  - First transaction $____,_____.____
  - Transaction #_____
  - Duplicate transaction $____,_____.____
  - Transaction #_____
- ☐ Paperwork needed - contacted vendor/UMB for transaction copy.
- Merchandise not yet received:
  - ☐ Order was placed and will be keeping when it arrives.
  - ☐ Order was placed but will be sent back. Explained below.
- ☐ Credit not yet posted - returned on _____/_____/_____. Copy of return slip or shipping documentation attached. Return reason explained below.
- ☐ Other: Explained below

Explain here (Please print)

Fax this form to:

UMB Bank Card Center
Cardholder Disputes
(816) 843 - 2485

_____
P-card holder's signature

_____/_____/_____
Date

Please give this form to your BUILDING/DEPARTMENT RECONCILER for month end documentation.

Campbell County School District No.1

P-CARD LOST/MISSING RECEIPT AFFIDAVIT

In the event of a lost/missing itemized receipt for a P-card transaction, the P-card Holder must first attempt to obtain a copy of the receipt from the business/vendor prior to filling out this form. Most business/vendors with pertinent transaction information can recreate the itemized receipt.

If a itemized receipt cannot be obtained the following information must be completed in detail and submitted to your Supervisor for signing, before attaching this form to your P-card log.

Name on the P-card: _____

Company Unit: _____ Last 10 digits of the P-card: _ _ _ _ _ _ _ _ _ _

Purchase Date	Business Name	List of Items Purchased What/Who/Where/Why	Amount
/ /			
/ /			
/ /			
/ /			

Reason for not submitting the original itemized receipt:

_____

_____

_____

Employee Certification: I certify subject to the provisions of W.S. 6-5-303 (Criminal Falsification) and its penalties that this affidavit for the items included herein for payment are correct and just in all respects.

Cardholder Signature: _____ Date: _____/_____/_____

Supervisor's Signature: _____ Date: _____/_____/_____

Comments/Additional Information:

_____

_____

Campbell County School District

P-card Contacts

Lost or Stolen Cards	UMB Bank Customer Service Department (888) 494.5141 24 hours a day
Budget Code Issues	Steve Yount, Director of Finance (307) 687.4541 syount@ccsd.k12.wy.us
Errors, Disputes, Copy of Charge/Credit Slip	Contact Vendor Directly
P-Card Management Changes including adding travel, increased limits, default account code changes	Rhea Betts, Accounting Manager (307) 687.4523 rbetts@ccsd.k12.wy.us
Grants and Federal Programs	Sandi Kinnear Administrative Assistant - Recreation Grants and Federal Programs (307) 687.4545 skinnear@ccsd.k12.wy.us Teresa Manning, Administrative Assistant - Federal Programs (307) 687.4545 tmanning@ccsd.k12.wy.us
Purchasing	Carl Fox, Purchasing Manager (307) 687.4587 cfox@ccsd.k12.wy.us
P-Card Management Team	Rhea Betts, Accounting Manager (307) 687.4523 rbetts@ccsd.k12.wy.us Carl Fox, Purchasing Manager (307) 687.4587 cfox@ccsd.k12.wy.us Steve Yount, Finance Manager (307) 687.4541 syount@ccsd.k12.wy.us

Note: If the person listed as the contact for a particular area is unavailable please contact one of the other District personnel listed under the training section above.

Campbell County School District No.1

P-Card Statement Cycle Production Schedule for Calendar Year 2027	
Billing Cycle End Date	Receipts due to BDR weekly & Transaction Reconciliation Finished in iVisions by
January 1, 2027	January 11, 2027
February 1, 2027	February 8, 2027
March 1, 2027	March 8, 2027
April 1, 2027	April 12, 2027
May 3, 2027	May 7, 2027
June 1, 2027	June 8, 2026
Fiscal Year Closing Payment	June 22, 2027 last day for purchases June 25 2027 noon transactions reconciled
July 1, 2027	July 8, 2027
August 2, 2027	August 9, 2027
September 1, 2027	September 13, 2027
October 1, 2027	October 11, 2027
November 1, 2027	November 8, 2027
December 1, 2027	December 13, 2027