



PURCHASING CARD (P-CARD) PROGRAM

TEXAS PAYMENT CARD CONSORTIUM

Policies and Procedures



PURCHASING CARD PROGRAM POLICIES AND PROCEDURES

Introduction

The purpose of the purchasing card program (P-CARD) is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions as well as high volume, repetitive purchases. The program was designed as an alternative to the traditional purchasing process (requisition process) for District Managed Curriculum supplies and materials purchased by the Campus Instructional Specialist. The purchasing card can be used with any supplier that accepts MasterCard as a form of payment and is an approved vendor by their Merchant Category Code (MCC).

Effective June 2014, the P-CARD program was expanded so that principals, selected assistant principals, campus secretaries could also make small dollar purchases for their campuses using their campus discretionary funds or student activity funds. This was done due to the district centralizing the campus student activity funds to administration.

Effective December 2012, the purchasing card program was expanded to include a single-use and multi-use travel card. The travel card was implemented to reduce the volume of individual checks for conference registrations and individual advance travel. Rather than issuing a check to the conference, individual and travel agency, we will assign a travel card to the traveler for the estimated charges. Upon return from the conference and/or training, the traveler will submit their travel card, if single-use, and receipts and reconciliation to the supervisor. The supervisor will then submit all documents to the Accounting Department.

If used to its potential, the purchasing card program will result in a significant reduction in the volume of purchase orders and related documentation including invoices and checks. In addition, corresponding work processes associated with ordering and check writing will be eliminated.

General Information

These policies and procedures provide the general guidelines for using the purchasing card. Please read it carefully. Your signature on the Cardholder Agreement shows that you understand the intent of the program and agree to follow the established guidelines.

The following important points should be reviewed before using the P-Card:

Your purchasing card is issued in your name and/or Ector County ISD. All purchases made on the purchasing card must be only your purchase for authorized expenses. You are responsible for the security of the purchasing card and the transactions made with it. If you do not follow these guidelines when using the purchasing card, you will receive disciplinary action that could result in termination.

1. You can use the purchasing card at any vendor or service provider that accepts MasterCard and is not on the restricted list. It may only be used for in store purchases, not Internet (except plane tickets), mail, telephone, nor fax orders.
2. The purchasing card may only be used to purchase items that included in a currently approved budget line item.
3. You may use the purchasing card to purchase supplies less than the single transaction limit that has been established.

4. Use must not exceed the credit limit assigned to your card in a given month/year.
5. All receipts for purchases must be submitted within a week of each purchase.
6. You will be responsible for reconciling the statement you received from the bank to ensure all charges are accurate. The statement will be reconciled using your receipts, so it is critical that all receipts are submitted on a timely basis.
7. The purchasing card is not intended to avoid or bypass appropriate purchasing or payment procedures, as outlined in Board Policy CH or the ECISD Purchasing Manual.

Customer Service

The purchasing card program is serviced using a team approach with the Bank's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist the cardholder with general questions about the purchasing card account. The bank's phone number is listed on the back of your P-Card. *If a card is lost or stolen, Customer Service and the P-Card Administrator should be notified immediately.*

Credit Rating & Liability

The program does not affect your credit rating in any way. The purchasing card program carries corporate, not individual liability.

PURCHASING CARD CONTROLS & PROCEDURES

Credit Limits

All purchasing cards have cardholder spending limits. Limits may vary for each cardholder and will be established by the District.

Each cardholder will be given information on the limits of his/her card upon signing up for the program. In order to change limits on any card, a principal or administrator should forward a request in writing (via email is acceptable) to the P-Card Administrator. Upon approval, the P-Card Administrator will process the request. You must allow five (5) days to process any changes.

Transaction Limits

Your purchasing card may have a single transaction limit. This is the amount available on the purchasing card for a single purchase. Cardholders should not attempt to make a purchase greater than his/her approved amount.

Restricted Vendors

The purchasing card program will be restricted for use with certain types of suppliers and merchants. If you present your purchasing card for payment to a restricted vendor, the authorization request will be declined. Requests to change authorized suppliers of merchants shall be forwarded in writing (via email) to the P-Card Administrator.

Issuance of P-Card:

Purchasing cards will be centrally distributed through the Purchasing Department. When a new card is issued, the bank will send it to the P-Card Administrator for distribution to the cardholder. You will be notified by email when your p-card is ready for pick-up. Only the authorized cardholder will be able to pick-up their card. Cards will be released to cardholders after training and receipt of a signed cardholder agreement.

Purchasing Card Activation

The cardholder must call Customer Service to activate the purchasing card before using it. Upon receipt of the card, the cardholder should sign the back of the purchasing card and always keep the card in a secure place. For security reasons, we have opted to use pin #'s, rather than the last four digits of our social security number.

Purchasing Card Receipts

It is every cardholder's responsibility to ensure there is a receipt for each purchase. Itemized/detailed receipts must be presented for all purchases – the credit card charge slip is not considered adequate documentation.

These receipts will be each cardholder's documentation for the monthly purchasing card charges. After approval by the p-card administrator, the receipts and purchase log will be sent to the Purchasing Department. All receipts will be filed for audit purposes. If a receipt is lost or stolen, the cardholder must obtain duplicate copy of the receipts. If unable to obtain a receipt, the charges will become the personal responsibility of the cardholder and due within 10 days of the purchase.

Sales and Use Tax

The district is a tax-exempt entity and does not pay sales tax for school-related purchase. The cardholder should present a sales tax exemption form when making a school-related (not fundraising) purchase. A Texas Sales and Use Tax Exemption Certificate form can be retrieved from the Purchasing Department's webpage. See forms. If the cardholder fails to present a sales tax exemption form at the time of purchase and the purchase was eligible for tax exemption, the cardholder may be held personally responsible for the taxes charged.

Returns, Credits, and Disputed Charges

Should a problem arise with a purchased item, every attempt should be made to first resolve the issue directly with the supplier. All returns must be reimbursed by credit to the account; cash refunds are prohibited. Credits slips must be submitted to the Purchasing department.

Security of the Purchasing Card

The cardholder is responsible for the security of the card. Guard the purchasing card account number carefully. It should not be posted in a work area or left in a conspicuous place. It should be kept in a secure location.

Violations and Consequences

The only person authorized to use the purchasing card is the cardholder whose name appears on the card. The card cannot be split or shared with other sponsors. For example, the p-card cannot be used to pay for someone travel expenses. Each traveler must use their assigned p-card to cover their travel expense. ***The card is to be used for business purposes only.*** The card is not intended for personal use. Personal purchases will be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities.

Inappropriate use of the card or failure to abide by the Purchasing Card Policies and Procedures will result in revocation of the card and appropriate disciplinary action, including termination of employment.

Employee Resignation or Termination

The purchasing card must be returned to the P-Card Administrator upon resignation or termination from employment with the Ector County Independent School District. Do not put cards in interoffice mail. The account will be inactivated and the card will be destroyed.

Examples of Acceptable Purchases

- Perishable food items – Instructional Specialists Only
- Hotel
- Air fare
- Rental Cars & Taxi Fares
- Student Meals
- Supplies needed for campus use

Examples of Unacceptable Purchases

- Services of any type
- Computer Hardware or Software
- Equipment
- Personal Items
- Cash Advances
- Alcoholic Beverages

These examples are for illustration only. If you have a question, please contact the P-Card Administrator.

ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT EMPLOYEE PROCUREMENT CARD AGREEMENT

I, _____, hereby request an Ector County ISD Procurement Card. As a cardholder, I have read, understand and agree to comply with the Ector County ISD Purchasing Card Policies and Procedures.

1. I understand that I am being entrusted with a valuable tool, the procurement card. I will be making financial commitments on behalf of the District. I will obtain the best value for Ector County ISD by using the card wisely and with discretion.
2. I agree to use this card for official approved purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and in appropriate disciplinary action which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the p-card administrator.
3. Policy violations include, but are not limited to:
 - Purchasing items for personal use or non-district business purposes
 - Exceeding card transaction dollar limits or monthly limits
 - Using the card for travel-related expenses without authorization
 - Failure to turn the card over to the card administrator when appropriate
 - Failure to submit proper documentation (receipts) within ten (10) days of each purchase
 - Allowing the card to be used by someone else
4. I agree to return the card immediately upon request or upon termination of employment. Should I be reassigned, qualify for extended leave or undergo an organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately and arrange for a new one as may be appropriate.
5. I agree that if the card is lost or stolen, I agree to immediately notify the bank issuing the card and the Ector County ISD Program Administrator verbally and in writing (e-mail is acceptable).

Specific Uses:

Restrictions:

_____ Employee's Signature	_____ Date	_____ Org #
_____ Supervisor's Signature	_____ Date	
_____ P-Card Administrator's Signature	_____ Date	

Submit to Purchasing for Authorization/Issuance of P-Card