



**Community ISD**  
**Policies and Procedures**  
**Procurement Card Program**



# Purchasing Card Policies and Procedures

## Introduction

The purpose of the purchasing card program 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 for supplies, materials and equipment. The purchasing card can be used, subject to Community ISD guidelines, with any supplier that accepts Visa as a form of payment.

The purchasing card program includes a single-use travel card. The travel card was implemented to reduce the volume of individual checks to hotel and travelers. Rather than issuing a check to a hotel, rental cars and other authorized travel expenditures, a travel card is issued to the traveler for the estimated charges. Upon return from the conference and/or training, the traveler shall submit their travel card and receipts for reconciliation and payment to the bank.

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 purchasing and accounts payable functions should be reduced and/or eliminated.

## General Information

**These policies and procedures provide the general guidelines for using the purchasing card.** Please read it carefully. Your signature on the Employee Procurement Card Agreement reflects 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 purchasing card.

All purchases made on the purchasing card must be **only yours**. 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 be subject to disciplinary action and, possible, termination on your employment with Community ISD.

- You can use the purchasing card at any vendor or service provider that accepts Visa.
- The purchasing card may only be used to purchase items that are included in a currently approved budget line item and **have been approved on a properly executed Purchase Order**.
- The purchasing card may be used for hotels, **but meals and mileage should be requested and reimbursed separately**. (Please refer to the District Finance and Operations Manual)
- You may not exceed the credit limit assigned to your card in a given purchase.
- All receipt for purchases must be submitted within 5 days of each purchase.
- The business office will reconcile the statement received from Bank of America to ensure all charges are accurate. The statement will be reconciled using your receipts, so it is critical that all receipts be submitted on a timely basis. Failure to submit the detailed receipts, may result in the suspension of your card privileges and payroll deductions.
- The purchasing card is not intended to avoid or bypass appropriate purchasing or payment procedures as outlined in Board Policy CH or the Community ISD Fiscal Manual.

## Duties and Responsibilities

### Program Administrator – (Greg Buchanan, Chief Financial Officer)

The program Administrator is designated to answer questions, address issues and oversee the administration of the program. The Program Administrator has a direct relationship with the band. All purchasing card request must go through the Program Administrator.

### Finance Coordinator – (Penny Pierce)

The Finance Coordinator shall assist the Program Administrator in answering questions and ensuring compliance with fiscal guidelines. The Finance Coordinator shall also reconcile the monthly statements and contact cardholders, as necessary to resolve discrepancies and/or disputed charges.

**Cardholder** – A cardholder is designated by the CFO to utilize the purchasing card for approved purchases only. The cardholder is responsible for following the guidelines in regards to purchases, selection of vendors, security of the card, and submission of receipts. **All receipts must be submitted within 5 days of each purchase. The cardholder shall immediately submit the detailed receipt or reimburse the Campus Activity Account for the unsupported expenditure(s). In addition, a cardholder who fail to submit receipts on a timely basis shall be subjected to disciplinary action.**

### Campus/Department Administrator – (Principal/Administrator)

The Campus/Department Administrator is responsible for approving purchasing card receipts and P-Card Settlement forms of cardholders to ensure they are within District policy. The Campus/Department Administrator shall also assist in reviewing and approving purchasing requests and monitoring adherence to purchasing card regulations. The Campus/Department Administrator is responsible for retrieving purchasing cards in the event of termination or change in the employment status of a card holder under their supervision.

## Customer Service

If the card is lost or stolen, you agree to immediately notify Community ISD Finance Coordinator verbally and in writing. The Finance Coordinator is Penny Pierce at (972)843-6018 and [penny.pierce@communityisd.org](mailto:penny.pierce@communityisd.org).

## 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 purchase request and will be established per Approved Purchase Order. Each cardholder shall be given information on the limits of his/her card upon checking out the card. Please see transaction limits below, for more information.

### 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 restricted vendors, the authorization request will be declined.

Requests to change authorized suppliers or merchants shall be forwarded in writing (via email is acceptable) by the principal or director to the Program Administrator.

## Issuance of Purchasing Card

Purchasing cards will be centrally distributed through the business office. When a new card is issued the bank will send it to the Program Administrator for Distribution to the cardholder. Cards will be released to cardholders after training and receipt of a signed Employee Procurement Card Agreement. At the conclusion of the purchase, all purchasing cards should be returned to the business office immediately and stored at the district office until the next approved purchase order is requested.

## Purchasing Card Receipts

Always obtain a detailed receipt when using the purchasing card. It is every cardholder's responsibility to ensure there is a receipt for each purchase. Detailed receipts must be presented for 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 approved by the campus principal or administrator, the receipts should be forwarded to the Finance Coordinator. All receipts will be reconciled with monthly statements and filed for audit purposes after the appropriate payments have been made to Bank of America. If the receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts. **If unable to obtain a receipt, the charges will become the personal responsibility of the cardholder and due within 30 days of the purchase to the business office.**

## Sales and Use Tax

The District is a tax-exempt entity and does not pay sales tax for school-related purchases. The cardholder should present a sales tax exemption form when making a school-related purchase. **If the cardholder fails to present a sales tax exemption form at the time of purchase and taxes are charged, the cardholder shall be personally liable for reimbursement of all taxes within 30 days of the purchase.** A copy of the Sales Tax Exemption form is available from the Finance Coordinator.

The traveler must present a Hotel Occupancy Certificate to the hotel upon registration to avoid state taxes on lodging at the hotel. The District is not exempt from city lodging taxes. The Hotel Occupancy Certificate does not apply to lodging outside the state of Texas. The traveler must present a Sales Tax Exemption form to the hotel upon registration to avoid state taxes on parking at the hotel as well. A copy of the Sales Tax Exemption is available from the Finance Coordinator. **If the cardholder fails to present a Sales Tax Exemption form and/or Hotel Occupancy Certificate at the time of registration and taxes are charged on the travel card, the cardholder shall be personally liable for reimbursement of all taxes within 30 days of the purchase to the business office.**

## Returns, Credits and Disputed Charges

Should a problem arise with the purchased item, every attempt should be made to first resolve the issue directly with the supplier. All returns must be reimbursed by a credit to the District's account. Cash refunds are prohibited. Credit slips should be submitted in accordance with district guidelines.

## **Security of the Purchasing Card**

The cardholder is responsible for the security of the card. You must 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.

If the traveler loses or forgets to take the travel card during a travel event, he/she will be required to pay for all approved, travel-related expenditures with their own cash or personal credit card. The District shall reimburse all approved, travel-related expenditures made with personal funds upon receipt of the detailed receipts.

## **Violations & Consequences**

The only person authorized to use the purchasing card is the cardholder who checks out the card based on an approved purchase order. 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 Termination**

In the event an employee is terminated while in possession of a card, the purchasing card must be returned to the Finance Coordinator or Campus/Department Administrator upon termination from employment with the Community Independent School District.

**Lost or Stolen Card** If a purchasing card is lost or stolen, immediately contact the Finance Coordinator. Prompt action can reduce the District's Liability for fraudulent activity.

## **Examples of Acceptable Purchases after a Purchase order has been Approved.**

Tools/Hardware/Auto Parts (Maintenance Department only)

Hotel Room/Hotel parking (excluding room service)

Office Supplies

Classroom Materials

Food Supplies (for instruction Purposes or refreshments for meetings)

Books/Instructional Materials

## **Examples of Unacceptable Purchases**

Personal items

Cash advances

Alcoholic Beverages

**These examples are for illustration only. When in doubt, please contact the Program Administrator, Campus/Department Administrator or Finance Coordinator for clarification.**