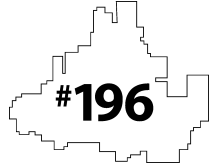


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Title Procurement Card Program Policy and Procedure Manual



PROCUREMENT CARD PROGRAM POLICY AND PROCEDURES MANUAL

Procurement Card Program Team

Program Administrator: **Financial Systems Supervisor.....651-423-7752**
 Financial Systems Practitioner.....651-423-7751
 Accounting Specialist.....651-423-7765

Program Internal Auditor: **Acctg/Accts Payable Supervisor.....651-423-7783**
 Accts Payable Audit Analyst.....651-423-7756

Central Receiving/Purchasing Supervisor:.....651-683-6952

Harris Bank

Customer Service1-800-263-2263

Lost or Stolen Cards.....1-800-361-3361

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Introduction

Welcome to the Independent School District 196 Procurement Card Program. The procurement card (or PCard) is a simplified and cost-effective method of purchasing and remitting payment for approved site/departamental budget expenditures. The PCard is like any other MasterCard and can be used for retail purchases; i.e. in person, by mail, internet, telephone or fax.

The PCard is highly regarded and accepted by public and private organizations as a tool to expedite and reduce procurement costs when purchasing low-value, repetitive or emergency items. This will also reduce the number of out-of-pocket expenses requiring employee reimbursement and eliminate the need for creating Direct Purchase Orders (DPO) in the finance system. The Harris Bank program is a unique program in that it provides the district a rebate based on annual district purchasing levels.

The PCard is to be used in accordance with **Policy 704, Expenditures**, and the guidelines established within this manual. You are asked to treat this program with the same sense of responsibility and security you would use with your own personal credit card.

All PCards are issued at the request of your principal/department supervisor and card usage will be audited and may be rescinded at any time. You are the only person authorized to use *your* PCard!

This manual provides the guidelines under which you may utilize your PCard. Please read it carefully. Your signature on **Procedure 704.2.3.3P, Procurement Card Agreement**, indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program. The Procurement Card Program Administrator will submit your approved **Procedure 704.2.3.2P, Procurement Card Application and Change Form**, and request your card from Harris Bank (PCard provider). Upon receipt of your PCard, fill out and return the Acknowledgment of Receipt Form to the Procurement Card Program Administrator. To activate your PCard, follow the directions provided on the PCard. Please contact a Procurement Card Program Administrator if you have any questions.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all original receipts.

Finally, remember you are consuming district, site/department funds each time you use the PCard. This is a responsibility that cannot be taken lightly. Please be sure you are familiar with district purchasing policies and are sure there are budgeted funds available prior to using your PCard.

How to Obtain an Independent School District 196 Procurement Card

Please read this manual in its entirety before requesting your PCard. This manual will provide you with a variety of information.

- How to apply for a PCard
- What type of purchases can and cannot be made on the PCard
- What type of merchants will accept the PCard
- Record maintenance and monthly statement reconciliation
- Other information about the PCard program

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Procurement Card Application Process

1. Read and understand this **Procedure 704.2.3.1P, Procurement Card Program Policy and Procedures Manual.**
2. Complete **Procedure 704.2.3.2P, Procurement Card Application and Change Form.** You must indicate your District 196 location and email address on the form to receive notification of online statements and correspondence related to the program.
3. Sign and date **Procedure 704.2.3.2P, Procurement Card Application and Change Form,** and **Procedure 704.2.3.3P, Procurement Card Agreement.**
4. Submit the signed and completed **Procedure 704.2.3.2P, Procurement Card Application and Change Form** to your principal/department supervisor for their approval.
5. Submit approved **Procedure 704.2.3.2P, Procurement Card Application and Change Form** requests along with the signed **Procedure 704.2.3.3P, Procurement Card Agreement** to the Procurement Card Program Administrator at Finance District Office.

When your PCard arrives, a program administrator will contact you and invite you to attend a brief training session. At that time, you will sign and date the Acknowledgement of Receipt Form, sign the back of the card (or write “see photo ID”) and call the activation number on the PCard. Although the PCard is issued in your name, it is the property of Independent School District 196 and is only to be used for Independent School District 196 purchases as defined in this manual and in district policy. The PCard should be kept in a safe place at all times. PCards are automatically renewed by Harris Bank and new cards issued accordingly.

General Information

- The PCard is issued in your name and it will be assumed that any purchases made with the PCard will have been made by you. You are responsible for the security of your card and any transactions made with the card.
- The PCard may be used at any merchant that accepts MasterCard.
- The PCard may be used for telephone/Internet/faxed purchases – all telephone/Internet/faxed purchases must be shipped to Central Receiving, not to your school/site and never to your home (see additional information under the Telephone/Internet/Faxed Orders heading).
- The PCard is not to be used for personal purchases.
- The PCard can be used for travel and related expenses with appropriate prior approval of your principal/department supervisor. When traveling with other staff members to conferences, workshops and other events not involving the supervision of students, PCards may be used only for the individual cardholder’s expenses and may not be used to pay for coworker expenses.
- Inappropriate use of the PCard will result in revocation of the PCard and in the event of gross misuse or fraud involving district funds, disciplinary actions will be taken which may include termination of employment and/or legal prosecution.
- You will not be charged a fee for your PCard.
- Your credit rating is not affected by having a PCard issued in your name.
- Merchants are paid by Harris Bank within two business days of your transaction.
- The site/department budget is reduced by each transaction and reflected monthly on the finance system.
- You and/or your principal/department supervisor will be responsible for ensuring appropriate online account coding on all transactions within seven (7) calendar days after the 27th of each month.

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- You and your principal/department supervisor are responsible for ensuring all receipts and statements are submitted to the Accounts Payable Department within the following month of your statement.
- The records will be audited for compliance with purchasing policy and appropriateness of the expenditure.
- Purchase orders are required for fixed asset (single items costing \$5,000 or greater).

Acceptable and Unacceptable Procurement Card Purchases

Policy 704, Expenditures, provides the framework for acceptable and unacceptable use of district funds as well as the use of purchase orders and district purchasing contracts. Vendor blocking and other card restrictions will limit certain expenditures. The following information provides examples of purchases which are appropriate for the PCard:

- Subscriptions
- Approved conference registrations
- Authorized travel
- Classroom supplies
- Repairs and maintenance
- Field trip admissions
- General office supplies
- Cash advances, if applicable

The following items are examples where the PCard is not appropriate:

- Alcoholic beverages/tobacco
- Lottery tickets
- Gift cards/gift certificates
- Meals not falling within district guidelines
- Minnesota sales tax on most purchases

This list is not intended to be all-inclusive. If you have specific questions, please call a Procurement Card Program Team member.

Unauthorized use of the PCard may result in revocation of the card and includes:

- **Using the PCard for personal purchases**
- **Purchase of unauthorized items**
- **Fraudulent or inaccurate record keeping**

In the case of misuse, the Accounts Payable Department will document the occurrence on the Procurement Card Unauthorized Use Report (see appendix) and forward it to the principal/department supervisor and Procurement Card Program Administrator immediately for further action. While Harris Bank provides fraud and misuse insurance protection on the cards, cardholders must understand that circumstances of misuse require termination of employment for the insurance coverage to be realized.

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Telephone/Internet/Faxed Orders

- All telephone/Internet/faxed purchases must be shipped to Central Receiving, not to your school/site and never to your home.
- When placing the order the following are required:
 - Ship to address
ISD 196 – Central Receiving
Attn: Your Name – PCard- Your Site/Dept
4187 Braddock Trail
Eagan, MN 55123-1575
 - Bill to address
Your name – **PCard**, Your Site/Department
3455 153rd Street West
Rosemount, MN 55068
 - Email or faxed confirmation of the order
 - Packing slip included with the items when shipped
- Central Receiving will verify the accuracy of order compared to the packing slip and work with the vendor to resolve any discrepancies or damaged goods and then deliver the product to your location at the earliest opportunity.
- Always verify the security of the website on which you are putting your credit card information. The web address should begin with **https://**
- When faxing orders put the last 4 digits of your PCard number on the fax order and then contact the company to verify receipt of the fax and give them the entire PCard account number.

Program Restrictions

Each PCard has been assigned a monthly credit or a declining balance limit determined by the principal/department supervisor. Harris Bank will not change your credit limit without the approval of the principal/department supervisor and the Procurement Card Program Administrator.

The PCard will be accepted for purchasing generally approved Independent School District 196 commodities. Businesses and services determined not to offer products and services commonly accepted for Independent School District 196 purposes, have been blocked from accepting the PCard. Cash advances may be one of these blocked service offerings.

If your PCard is declined by a merchant and you feel it should not have been declined, contact Harris Bank Customer Service at 1-800-263-2263. Harris Bank will help you determine the reason your card was declined.

While a monthly credit or a declining balance limit has been set on each card, it can be changed to accommodate specific circumstances. Cardholders can request a monthly credit or a declining balance limit change by securing the approval of your principal/department supervisor, then contacting a program administrator who will submit the request to Harris Bank. The administrator will contact you when the change is made and will forward **Procedure 704.2.3.2P, Procurement Card Application and Change Form**, for your signature and the signature of your principal/department supervisor. Return the signed and approved form to the program administrator. Cardholder limits will be reviewed annually with administrators and changes may be made at this time through email.

Reconciliation and Payment

You must retain all original receipts for all purchases. Regardless of how the purchase is made **an itemized receipt must be included or obtained.** Should you still not have an itemized receipt, a Substitute Itemized Receipt Form (see appendix) is available. However, excessive use of this substitute form will be evaluated and card privileges may be rescinded.

Statements are available on the 28th of each month online at <https://www.bmodetailsonline.com/>. Cardholders can access their account at any time and code transactions during the month with account codes and descriptions. Access to the statement will be gained online via a secure site. The statement must be reconciled each month against your receipts for accuracy, adding account codes and descriptions to each transaction then printing your statement, signing and forwarding to your principal/department supervisor for review and signature. They will send all approved statements and receipts to the Accounts Payable Department where the records will be audited, entered on the finance system and retained.

The PCard program carries corporate, not individual liability. A central invoice covering all Independent School District 196 Procurement Card transactions will be paid monthly by the Finance Department. You will not be required to pay your monthly statement using personal funds. The PCard does not impact your personal credit rating in any way.

Monthly Statement Cycle

Statements are available on a secure online site on the 28th of each month. The district's due date is seven (7) days from the 27th of each month. Cardholders must:

- Record the appropriate budget code(s) and description on each transaction
- Reconcile all transactions with original receipts within seven (7) calendar days after the 27th of each month
- Print and sign statement
- Submit paperwork to principal/department supervisor who approves the statement and budget codes that are reflected
- Submit the paperwork to the Accounts Payable Department within the following month of the statement date

When Your Records Do Not Agree with Your Monthly Statement

There may be an occasion when you find items on your monthly cardholder statement that do not correlate with your retained receipts. Reconciliation of your monthly statement is very important to determine if you made a particular transaction, the amount of the transaction is correct, or you have a quality or service issue. The statement cutoff date is the 27th of each month. Statements are available online on the 28th of each month.

Your first recourse is to contact the merchant involved to try to reconcile the error. If the merchant agrees that an error has been made, your account should be credited. Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Be sure to check that the credit is received on your next monthly statement. You are responsible for the transaction identified on your statement. If an error is discovered, you are responsible for showing that the error or dispute reconciliation process has been followed.

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If you are unable to resolve the issue directly with the merchant, contact the Internal Auditor at 651-423-7783. When calling, be sure to have detailed information regarding the dispute. State that you would like to dispute a charge on your PCard. Any charge you wish to dispute must also be identified in writing within 30 days of the statement date. To follow up in writing, complete the Procurement Card Dispute Form (see appendix) and send it to the Finance Department (attach a copy with your notes to your monthly statement). The amount of the next monthly statement will be reduced by the amount of the disputed item until the question is resolved. Disputes will then be resolved by Harris Bank in conjunction with MasterCard charge back rules and regulations.

Lost or Stolen Cards

The PCard is the property of Independent School District 196 and should be secured just as you would secure your personal credit cards. If your PCard is lost or stolen, contact Harris Bank Lost or Stolen Cards 24-hour line at 1-800-361-3361 immediately and then notify the Procurement Card Program Administrator. When calling Harris Bank Customer Service, be prepared to provide your I.D. security number on the back of the card. After phone notification, complete the Affidavit of Lost or Stolen Procurement Card (see appendix) and send to the Program Administrator.

Upon notifying Harris Bank, the card will be immediately deactivated. If the card is reported lost or stolen and is later used, it will be declined by the merchant. Prompt action in these circumstances is very important to reduce the district's liability for fraudulent charges.

Sales and Use Tax

Purchase of items by public schools for their own use is generally exempt from sales and use tax. The exemption applies to public schools, not to individuals.

It is the cardholder's responsibility to notify the merchant that **Independent School District 196 is tax exempt in Minnesota**. The Minnesota tax-exempt number is printed on the procurement card and on the Independent School District 196, Substitute Form ST-3 (sales tax exemption) (see appendix). Be prepared to provide this document to a merchant who may request it.

Should you have additional questions, please contact a Procurement Card Program Team member for assistance.

Responsibilities

Site/Department Employees

- Cardholder
 - Read and understand procurement card program manual
 - Understand site/department budget requirements
 - Use card to make purchases
 - Work with merchant, the Procurement Card Program Team and/or Harris Bank to resolve disputes
 - Complete online monthly statement reconciliation
 - Print and sign statement
 - Submit paperwork to your principal/department supervisor for approval

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- Principal/Department Supervisor
 - Approve PCard application by signing **Procedure 704.2.3.2P, Procurement Card Application and Change Form**
 - Review site/department budget with cardholder
 - Review of charges to ensure appropriateness
 - Approve statement or delegate this authority to authorized signer
 - Submit paperwork to Accounts Payable Department

Procurement Card Program Team Employees

- Program Administrator
 - Issue cards as approved
 - Process requests for card changes
 - Maintain online hierarchy and procurement account defaults
 - Run various online management reports
 - Liaison between the district and Harris Bank
 - Conduct cardholder training and answer internal questions
- Program Internal Auditor
 - Review transactions to ensure policy compliance
 - Work with cardholders and administrators to resolve audit discrepancies/questions
 - Work with Harris Bank to resolve disputes and other cardholder activity
 - Accounts Payable - process transactions as prescribed
- Purchasing/Central Receiving Supervisor
 - Answer purchasing and Central Receiving questions
 - Verify purchases shipped directly to Central Receiving
 - Work with merchants when there is a discrepancy or damaged goods
 - Promptly deliver items to cardholder

In Summary

The Independent School District 196 Procurement Card Program is an opportunity to reduce paperwork, expedite the purchasing process at the department level and realize significant savings in administrative processing costs while providing a customer friendly, efficient and effective method to buying low-value goods and services. Independent School District 196 is working to continually improve the way business is conducted and your feedback is critical to achieving that goal.

Exercise good judgment and act within your authorized budget when using the PCard. The PCard is issued in your name and all activity will be assumed to have been incurred by you. We ask you to maintain simple but accurate records and receipts for auditing purposes.

If you have any questions about the program or need additional information, please contact a Procurement Card Program Team member listed on the cover page of this manual.

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PROCUREMENT CARD (PCARD) GLOSSARY

Cardholder	District employee who has been issued and authorized to use a PCard
Internal Auditor	Finance Department employee(s) designated to audit statements and receipts for policy and program compliance
Invoice/Receipt	An itemized list of goods purchased/shipped or service received including the quantity and cost of each item/service
Merchant Category Code (MCC)	A four-digit vendor classification code used in the credit card systems to identify the type of merchant, also commonly known as Standard Industrial Code (SIC). Codes include: retail, airline, hotel, manufacturer, direct marketing, etc.
Merchant/Supplier/Vendor	Synonymous terms meaning the business from which a purchase is made
Principal/Department Supervisor	Site-specific person authorized to oversee and make decisions regarding expenditures for that site or department
Program Administrator	Finance Department employee(s) administering the systems of the procurement card program
Rescind/Revoke	To nullify card use authorization by withdrawing, recalling or reversing card privileges
Reconciliation	Verification that receipts agree with online monthly statement
Retail	Face-to-face transaction where cardholder presents the PCard to the merchant and the PCard is physically swiped through the terminal
Statement	Summary of all transactions in a given period (not an invoice)

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SUBSTITUTE ITEMIZED RECEIPT FORM

This form is to be used to substantiate a purchase made on a PCard when an invoice or an itemized receipt is not available. If you have a non-itemized receipt, you must attach it to this form. This form must be approved by your principal/department supervisor or site administrator and be included with your monthly statement reconciliation. Excessive use of this form will be evaluated and card privileges may be limited or rescinded.

I certify the following items were charged on PCard (last 6 digits only)_____.

MERCHANT NAME:		PURCHASE DATE:	
QUANTITY	ITEM DESCRIPTION	UNIT PRICE:	EXTENDED COST:
TOTAL:			

The reason(s) an itemized receipt or original invoice is not available for this purchase:

CARDHOLDER SIGNATURE:		DATE:	
PRINCIPAL/ DEPT. SUPERVISOR SIGNATURE:		DATE:	

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PROCUREMENT CARD DISPUTE FORM

1. Complete form
2. Contact Harris Bank at 1-800-263-2263
3. Fax form to ISD 196 – Finance Department at fax number 651-423-7788

DATE:	
CARDHOLDER NAME:	
PCARD NUMBER:	
PHONE NUMBER:	

I have contacted the merchant regarding this transaction and it remains unresolved.

MERCHANT'S NAME:	
MERCHANT CONTACT: <i>(person spoken to & phone #)</i>	
TRANSACTION DATE:	
REFERENCE NUMBER:	
TRANSACTION AMOUNT:	

The reason for this dispute is (please check only one):

<input type="checkbox"/>	CREDIT NOT POSTED	Attach copy of the credit voucher/return merchandise receipt
<input type="checkbox"/>	DUPLICATE POSTING	Attach copy of statement(s) denoting duplicate billing
<input type="checkbox"/>	ERRONEOUS AMOUNT	Attach copy of the receipt indicating correct amount
<input type="checkbox"/>	ERRONEOUS CHARGE	While card remained in my possession at all times, the transaction was neither made, nor authorized by me
<input type="checkbox"/>	OTHER (EXPLAIN)	

Dispute explanation (including all contact with merchant and merchant's response):

CARDHOLDER SIGNATURE:		DATE:	
PROCUREMENT CARD ADMINISTRATOR SIGNATURE:		DATE:	

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AFFIDAVIT OF LOST OR STOLEN PROCUREMENT CARD

1. Contact Harris Bank Customer Service Phone # 1-800-361-3361
2. Contact ISD 196 Program Administrator Phone # 651-423-7752

DATE OF REPORT:		PCARD # (last 6 digits):	
CARDHOLDER (please print):			

I hereby certify the following event (please check only one) to have occurred with my above noted PCard:

<input type="checkbox"/>	PCard was discovered missing on this date:	
<input type="checkbox"/>	PCard was stolen on this date:	
<input type="checkbox"/>	Police were notified of theft on this date:	
<input type="checkbox"/>	_____ Police Dept. and Officer _____ filed Police Report #:	
<input type="checkbox"/>	Replacement PCard was not received by me, my current PCard expires on this date:	

I last used my PCard on _____ at _____
(date) (store name)

in the city and state of _____.

In the space below, describe the circumstances of the loss/theft as reported to Harris Bank Customer Service, the police and District 196 Procurement Card Program Administrator:

Date Reported Lost/Stolen Card to Harris Bank:		Harris Bank Customer Service Rep spoken to:	
<i>I declare under penalty of perjury that the foregoing is true and correct</i>			
Cardholder Signature:			

Upon discovery of the lost or stolen card, you must immediately contact Harris Bank at the number noted above. Within 2 days of calling in the report, please complete this form and mail to the Program Administrator. Prompt reporting will reduce the district's liability for fraudulent use and ensure prompt replacement of your PCard.

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SUBSTITUTE FORM ST-3
(Sales Tax Exemption)

MINNESOTA Department of Revenue
 Certificate of Exemption

Sales and Use Tax
 ST-3

Purchaser: Complete this certificate and give it to the seller. Be sure to fill in the exemption code in the space provided.

Seller: Keep this certificate as a part of your records. Incomplete certificates cannot be accepted in good faith.

Name of authorized purchaser:	MN Tax ID # 8030533
Name of purchaser's business: Independent School District 196	Exemption Code: 2 – Government Entity
Business Address: 3455 153rd Street West, Rosemount, MN 55068	Check One:
	<input type="checkbox"/> Single Purchase Certificate
Name of seller from whom you are purchasing, leasing or renting:	<input checked="" type="checkbox"/> Blanket Certificate*
	<small>*If blanket certificate is checked, this certificate continues in force until cancelled by the purchaser.</small>
Seller's address, city, state and zip code:	

Describe the nature of your business or organization. Include a description of the merchandise normally sold in your business, if applicable:

Education

Describe the merchandise for which you are claiming exemption (example: office supplies, classroom supplies, services, equipment)

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY – if you try to evade paying sales tax by using an exemption certificate for merchandise that will be used for purposes other than those being claimed, you may be fined \$100 under MN law for each transaction for which the certificate is used).

Signature of authorized purchaser	Title	Date
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If you have questions, call the Minnesota Department of Revenue at (612) 296-6181 or toll free 1-800-657-3777. TDD users may call the department through MN Relay Service at (612) 297-5353 or 1-800-627-3529: ask for (612) 296-6181.

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PROCUREMENT CARD UNAUTHORIZED USE REPORT

CARDHOLDER:		PCARD #:	
TRANSACTION:		AMOUNT:	

In the space below, describe the unauthorized use of the PCard:

AUDITOR SIGNATURE:		DATE:	
AUDIT REVIEWER SIGNATURE:		DATE:	

Report of further investigation:

INVESTIGATOR SIGNATURE:		DATE:	
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Recommendations:

ADMINISTRATOR SIGNATURE:		DATE:	
--------------------------	--	-------	--

Action taken:

ADMINISTRATOR SIGNATURE:		DATE:	
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I acknowledge that the results of this investigation have been discussed with me, and I understand that this action has resulted in my procurement card privileges being rescinded.

CARDHOLDER:		DATE:	
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