

TOPPENISH SCHOOL DISTRICT NO. 202

CREDIT CARD USER MANUAL

Updated November 2022

Toppenish District Purchasing Credit Card User Manual

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Section A Introduction

Welcome to the Toppenish School District's Purchasing Credit Card Program. This program is designed to help better manage low-dollar purchases and to bring many benefits to you, the Toppenish School District, and its vendors.

The success of the Purchasing Credit Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the program guidelines as specified within this manual. **Remember, the use of the District Purchasing Card is a privilege.**

What is the Purchasing Card?

The Purchasing Card is a Visa Card issued by the Bank of America (BOA). It is a fast, flexible new purchasing tool which provides an extremely efficient and effective method for purchasing and paying for small dollar items. Purchasing limits may vary by card issued. The card is to be used only for official purposes.

The Purchasing Card will enable you to purchase non-restricted commodities by telephone, internet, or in person, directly from vendors.

The Purchasing Card may be issued in the employee's name, the building/department's name or program and the "Toppenish School District" clearly indicated on the card.

The Purchasing Card program brings many benefits to.....

Card Users – This streamlines the purchasing process and can help improve turnaround time on receipt of your order. It significantly reduces the workload and processing costs related to the purchase and payment of supplies.

The Toppenish School District – The Purchasing Card program provides a cost-efficient alternative method for purchasing low-dollar supplies. Built-in card features make the program easy to control and manage and reduces processing costs at all levels by reducing the number of invoices and checks. The Purchasing Card enables all buildings/departments to focus on higher value-added activities.

Vendors – The Purchasing Card will be welcomed by vendors who accept Visa.

Section B Card User

1. Card User Eligibility

Criteria to use a Purchasing Credit Card are as follows:

- Applicant must be an employee of the district
- Applicant's request to purchase items must be approved by his/her Supervisor via the purchase order process.
- Each individual Card User must sign an Individual Card User Agreement

2. Card User Responsibilities

The card user must use the Purchasing Credit Card for legitimate district business purposes only. The Purchasing Card may **not be used for entertainment, cash and other categories that may be prohibited purchases with the Toppenish School District.** Misuse of the card may result in disciplinary action, loss of credit card privileges, and/or termination for cause.

The card user must:

- Ensure the Purchasing Card is used for legitimate business purposes only.
- Maintain the Purchasing Credit Card in a secure location at all times.
- Not allow other individuals to use the Purchasing Card (without the district office's prior knowledge)
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed Purchase Order limit.
- Obtain and submit all itemized sales slips, register receipts, and/or Purchasing Card slips to the Building/Department Credit Card Custodian by the next business day for reconciliation, approval, and allocation of transactions.
- Ensure that an appropriate credit slip for a returned item is given to the Building/Department Credit Card Custodian.
- **Do not accept cash in lieu of a credit to the Purchasing Card account. (under review)**
- DO NOT ACCEPT STORE CREDITS (vendor gift card).
- Immediately report a lost or stolen card to the Business Manager at 509-865-8145.
- If issued an individual card, return Purchasing Credit Card to the district office upon terminating employment with the district or transferring departments within the district.
- Report erroneous and emergency transaction needs to the district office during normal business hours.

3. Requirements for Using a Purchasing Card

Before being given authority to use a Purchasing Card, you are required to sign the Toppenish School District's Individual Card User Agreement form. By signing this agreement, you indicate that you understand the intent of the program, and shall comply with all guidelines of this manual as well as Toppenish School District's Policies and Procedures relating to the expenditure of District funds.

4. Purchasing Card Maintenance and Closure

All contact with BOA for card set up, maintenance and closure will be handled by the District Business Office. The District Business Office is required to close an account if a Card User: (a) transfers to a different department, (b) moves to a new job in which a Purchasing Credit Card is not required, (c) terminates employment or (d) for any of the following reasons which will also subject Card Users to disciplinary action in accordance with District Policies and Procedures relating to disciplinary action and termination for cause.

- The Purchasing Card is used for personal or unauthorized purposes
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the Toppenish School District.
- The Card User allows the card to be used by another individual (Non-Toppenish District Employee)
- The Card User fails to provide the building/department credit card custodian with required itemized receipts.
- The Card User fails to provide, when requested, information about any specific purchase.
- The Card User does not adhere to all of the Purchasing Credit Card policies and procedures.
- The card shall not be used for the following: salaries or wages, gifts (i.e. flowers for employees), donations to charity, personal services.

5. Purchasing Credit Card Use

The card works just like your personal credit card, except all charges are paid in full by Toppenish School District. District spending parameters for each Purchasing Credit Card issued will be set as established by the Business Manager.

The District will adjust limits as determined by demonstrated need.

6. Purchasing Credit Card/Account Number Security and Storage

Card Users must always treat the Purchasing Credit Card with at least the same level of care as one does their own personal credit cards. The card shall be maintained in a secure location and the card account number should be carefully guarded.

7. Card User Liability

The Purchasing Card is a district charge card and will not affect your personal credit. It is your responsibility to ensure that the card is used within stated guidelines of the Manual. *Failure to comply with program guidelines may result in permanent revocation of use of the card, notification of the situation to management, and disciplinary action in accordance with Toppenish School District' Policies and Procedures relating to disciplinary action and termination for cause.*

8. Lost, Misplaced, or Stolen Purchasing Cards:

Report any lost or stolen Purchasing Card immediately to the District Business Manager at 509-865-8145

Guidelines when using your **Purchasing Card** to make a purchase:

- Determine if the intended purchase is within spending limits (Approved Purchase Order) and verify the vendor is **NOT** available in Skyward Vendor System.
- Create a purchase order. The purchase order must go through the approval process prior to making the purchase.
- For face-to-face transactions. Provide the vendor with your Purchasing Card. For internet or telephone orders, give the vendor the purchasing card account number and expiration date (You are required to check out the purchasing credit card for any purchase. Never write the number of the credit card on paper or save the number for later use).
- Obtain the original copy of the itemized charge slip, sales receipt and/or packing slips for reconciliation to the BOA Cardholder statement.
- Provide the original itemized receipts to the building/department credit card custodian.
- Return of the card must be the same day of issuance, or if issued at the end of the business day, the first thing the following morning.

9. Erroneous Declines

There may be certain situations when a vendor received a decline message when processing your Purchasing Card transaction. If you do not know the reason for the decline, contact the District Business Manager at 509-865-8145 for an explanation and assistance. If the purchase is being made outside of normal business hours the employee must terminate the purchase and contact the District Business Office during normal business hours.

10. Emergency Transactions

Emergency transaction(s) without an approved purchase order, must be put on personal credit/debit card & submitted for Reimbursement.

11. Credits

The vendor should issue a credit to the Purchasing Card account for any item they have agreed to accept for return. The credit will appear on a subsequent statement. Under no circumstances should you accept cash in lieu of a credit to the Purchasing Card account.

12. Dispute and Billing Errors

You should always attempt to resolve disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the Purchasing Card account. If an agreement cannot be reached with the vendor, please contact the District Business Manager at 509-865-8145 and provide the reason for the dispute. The District Office will file a dispute form with BOA.

Section C Building/Department Credit Card Custodian Responsibilities

The following procedures are designed for all office staff whose responsibility is to maintain their Building/Department Purchasing Cards:

1. Implement the District Check-Out System at your building

Use a binder to retain all your credit card check out logs. A check out log must be used and will include the following information:

- Vendor & Purpose if not clear
- Check Out Date
- Purchase Order Number
- Card Issuer Initials
- Card Accepted by Signature (TSD employees only)
- Date Card Turned In
- Checked in by Initials
- Amount of Purchase
- Itemized Receipt Received (review receipt)

2. Purchase Orders

- Purchase orders are required for all credit card purchases.
- Purchase orders must be created & approved prior to the purchase.
- (Example of Requisition/Purchase Order)

3. Travel

- District Credit Cards may be used for hotel reservations, registration and travel fees.
- Food may only be purchased with a District Credit Card when an approved purchase order is on file with supporting documentation. (Food & Beverage Form & Meeting/Event Agenda or Flyer)
- Food for employee/student only related to travel shall be done via Advance Travel Per Diem Request and submitted on a Travel Reimbursement Claim Form.
- When traveling in a District owned vehicle, a District Office Credit Card should be checked out for fuel purposes. (A purchase order is still required)
- (Example of Blanket Travel Requisition/Purchase Order)

4. Building/Department Credit Cards should be returned promptly

- We strongly encourage as a best practice to coordinate with your staff member when they will be returning the purchasing card. The card should be returned either the same day or the next business day.
- Credit cards used for travel related purposes shall be returned by the following business day after the trip.

5. Checking a credit card in

- Complete the check in section of the Credit Card Log.

- Receipts must be originals & itemized.
- Purchase order number must be written on the receipt.
- Review receipts and ensure items are allowable expenses. Questionable receipts should be brought to the attention of the District Business Manager as soon as possible.
- Missing receipts may result in loss of credit card privileges until the missing receipt is located and submitted.

6. BOA Monthly Statement Reconciliation

- A BOA monthly statement will be sent to the buildings on the 11th of every month via email.
- The credit card receipts should be reconciled to the monthly BOA account statement monthly.
- Attach itemized receipts in the same order as listed on the BOA account statement.
- Date & sign the BOA account statement & submit to the Principal/Supervisor.
- The Principal/Supervisor must review, approve, & sign the BOA account statement.
- The approved BOA statement, excel sheet, and receipts should be submitted to the Accounts Payable Department within 2 business days of receiving BOA account statement to the following email address: visa@toppenish.wednet.edu

7. Security:

- Purchasing Cards & Check-Out Log must be locked up when not in use.
- Notify District Business Manager immediately if a card is lost, misplaced, or stolen.
- Notify the District Business Manager immediately if a credit card is suspected of misuse.
- Credit cards are never to be used for personal use. Misuse of the credit card may result in discipline or immediate termination of employment.