



# **Unified School District 500**

## **Business Purchasing Card Manual**

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## SECTION 1 - OVERVIEW

Unified School District 500 has chosen to participate with United Missouri Bank, in conjunction with the State of Kansas contract, in a Visa Purchasing Card Program. The purpose of the State of Kansas Procurement Card Program is to establish a more efficient, cost effective method of purchasing and paying for small dollar transactions (including all delivery, shipping and/or special handling charges) within established usage limits.

Additionally, this program is being established in order to provide a more expedient procedure of purchasing goods and to reduce paperwork and handling costs. By using purchasing cards, the traditional purchasing/payment cycle should be greatly reduced. Those requisitioners who have been issued purchasing cards may now initiate transactions in person or by telephone, within the limits of these procedures, and receive goods. Payments to vendors are made via the bank card settlement system. The District will make monthly settlements with the bank from purchase orders initiated by your department or building.

All cards are issued only to budget administrators/managers. Card usage will be monitored and cards may be rescinded at any time.

This manual provides the guidelines under which you may use your procurement card. It is the purpose of this manual to establish a methodology for use and to define the limits and responsibility for use of District issued purchasing cards provided to certain personnel in order to make purchase of goods required by the District. **Please read it carefully.** Your signature on the Business Purchasing Cardholder Agreement (see Appendix 1) indicates that you understand the intent of the program and agree to adhere to the established guidelines. You will be issued your procurement card after receipt of the signed Agreement by the Business Purchasing Card (BPC) Coordinator in the Purchasing Office. You may begin using it immediately upon receipt of the card or after completion of training provided by either the Purchasing or Comptroller's Office (optional).

**Record keeping will be essential** to ensure the success of the program. Standard payment policies require retention of receipts, and other documentation. As with any credit/charge card, you must retain sales slips, cash register receipts, invoices, order forms and receiving documents. In addition, a Purchasing Card Transaction Log (see Appendix 3) should be maintained to expedite reconciliation and approval.

Any vendor you currently purchase goods from should be considered a potential vendor of the procurement card - even if they do not accept procurement or charge cards today. If a vendor you wish to use does not currently participate, you should complete a Vendor Nonacceptance Form (see Appendix 4) and forward it to the BPC

Coordinator at the Purchasing Office who will have the bank contact your vendor.

No individual transaction, or monthly total of purchases, including shipping and handling, may exceed \$1,000.00, however, each budget administrator/building may set lower limits.

The standard card has also been assigned a billing cycle limit for total dollar amount of \$3,000.00 for expenditures allowed in a billing cycle (30 days). The billing cycle will close on the 20th (approximately) day of each month.

Purchases must be for the use and benefit of Unified School District 500.

**NO PERSONAL PURCHASES ARE ALLOWED.**

All purchases for commodities where items are stocked in the Central Storeroom must be purchased from that operation, unless not readily available.

Some vendor types have been blocked from usage with this procurement card. If you present your card to any of these merchants, the transaction will be declined. It is likely that any merchant you currently utilize as a source for commodities will accept this card. If you are declined and feel the decline should not have occurred, you may contact Commerce Bank Customer Service at 1-800-821-5184 to determine if you were declined because of the merchant blocking or if you may have exceeded the monthly cycle limit or the single transaction limit imposed on your card. You may also contact the BPC Coordinator in the Purchasing Office at 279-2243 to determine why you were declined.

Examples of vendor codes that have been blocked are: capital purchases, cash advances, personal items, furniture, package stores, insurance services, and some service providers

Merchants are paid by Commerce Bank within three days of your business transaction. Please indicate to **merchants that they MUST NOT invoice Unified School District 500**, in addition to the **detailed** charge receipt, as an invoice could result in duplicate payment. Request merchants to give detailed description of goods, not just "misc." **BE SURE TO REMIND THE VENDOR OF UNIFIED SCHOOL DISTRICT 500'S TAX EXEMPT STATUS WHEN MAKING A PURCHASE.** The State statute information is printed on each card. (See also Appendix 8: Tax Exempt Certificate.)

The Procurement Card is **NOT intended:**

- to avoid or bypass appropriate procurement or payment procedures. Rather, the procurement card complements the existing processes available.
- for personal use.

You are responsible for the security of this card and the transactions made against it. The card is issued in your name and any purchases made against the card will be your responsibility. Use of the card not in accordance with guidelines established may result in personal liability.

Remember that you are committing school district funds each time you use the procurement card. This is a responsibility that cannot be taken lightly.

Your feedback regarding this program is important! We need to know if you have concerns, and we welcome suggestions for improvement. Your positive feedback will also be appreciated! If you have any questions about the program or need additional information, please contact the contact either the Purchasing Office at 279-2243, the Director of Finance and Budgets at 279-2252, or Accounts Payable at 279-2217.

## **SECTION 2 – CARDHOLDER SECTION CARD USE PROCEDURES**

### **How to Obtain a Card**

The District Business Purchasing Card Manager (279-2243) will issue cards on a needs approach. Evaluation of the program, its strengths, weaknesses and operation will be evaluated with each phase to evaluate efficiency, economy and effectiveness.

The initial phases for implementation are as follows:

- 1) Management Team
- 2) Directors, Building Principals
- 3) Other Budget Administrators to be Determined (ongoing)

The proposed cardholder shall be issued a copy of this procedure and shall be required to acknowledge by signing a Business Purchasing Cardholder Agreement (Appendix 1) indicating that the cardholder understands the procedures, restrictions, and the responsibilities associated with being a cardholder.

The Business Purchasing Card (BPC) Coordinator will arrange cardholder training upon request.

When you receive the card, sign the back of the card immediately and always keep it in a secure place. Although the card is issued in your name, it is the property of the Board of Education and is only to be used for Board of Education purchases as defined in this manual.

Any changes to the card which may be required can be initiated by contacting your BPC Coordinator.

### **How to Cancel a Card**

To cancel a card, the card should be cut in half and forwarded with the Purchasing Card Surrender/Destruction Request Form (see Appendix 2), to the BPC Coordinator in the Purchasing Office.

### **Card Renewal**

A renewal card will automatically be mailed to the BPC Coordinator. You will be notified when it is available to be picked up from the Purchasing Office.

### **How to Report a Lost or Stolen Card**

If a procurement card is lost or stolen, immediately notify Commerce Bank Security at 1-



800-821-5184 and the BPC Coordinator at 279-2243. Commerce representatives are available twenty-four (24) hours a day. Advise the representative that the call is regarding a VISA Purchasing Card. The cardholder shall put into writing an explanation

of circumstances surrounding the lost card within five (5) working days after discovering the card is missing. Only upon receipt of this report can a new card be issued.

### **Cardholder Transfer/Separation**

Prior to a transfer to another District location or separation from the District, the cardholder shall surrender the credit card and current credit card purchasing log/envelope to the BPC Coordinator. This information is processed monthly with the Administrator's other cardholder statements. The administrator shall cut the credit Card in half, complete the Purchasing Card Surrender/Destruction Request Form (Appendix 2) and forward the form to the BPC Coordinator, who will notify the Bank. If this is a transfer, when the cardholder reports to their new location, they may request a new card. The old building/department's card does not transfer to the new building/department.

### **Procurement Card Security**

The unique purchasing card that the cardholder receives has their name embossed on it and shall **ONLY** be used by the authorized cardholder. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.** Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card. The cardholder may make transactions on behalf of others in their operation/department. However, the cardholder is responsible for all use of their card.

Use of the purchasing card shall be limited to the following conditions:

The total value of the transaction shall not exceed a cardholder's **single purchase limit of \$1,000.00**. Payment for a purchase WILL NOT be split into multiple transactions to stay within the single purchase limit.

The total value of the **monthly billing cycle (30 days) dollar amount shall not exceed the purchase limit of \$3,000.00**.

### **Unauthorized Purchasing Card Use**

The purchasing card may be used for all purchases less than \$1,000.00, except as stipulated in Appendix 6. The card is to be used by the person it is issued to and can **ONLY** be used to pay for approved Unified School District 500 business expenses. The card **CANNOT** be used for any personal use or unauthorized purchases. Any such use will require immediate reimbursement and will result in disciplinary action that may include dismissal.

## SECTION 3 – DEPARTMENT/BUILDING RESPONSIBILITIES PROCUREMENT

### PROCESS CARDHOLDER USE AND RESPONSIBILITIES

#### Making a Purchase

Whenever making a purchase with the purchasing card the cardholder will check as many sources of supply as reasonable for the situation to assure best price and delivery.

Once a vendor is designated and that vendor confirms that an item is available, meets the specifications and delivery requirements, etc.

- 1) Confirm that the vendor agrees to charge the purchasing card. (The first time you use the card with a vendor, confirm that your card is approved to charge from that vendor by providing the card or card number and have the vendor verify it with VISA.)
- 2) Advise the vendor that the District is tax exempt and will not pay Kansas or Missouri sales tax. The District's tax-exempt status is on the card.
- 3) Provide the card number to the vendor.
- 4) For mail orders, it is extremely important that the purchase is sent to the cardholder ordering the merchandise. The items must be received before you approve the payment.
- 5) Food Purchases – Departments and Schools: Food purchases may only be made for a valid business purpose or school function.
  - **For Students and Parents:** Departments and Schools may, at a reasonable frequency, purchase food for students and parents as a reward or incentive.
  - **For Staff:** Departments and Schools are limited to two (2) food purchases per school year for staff (one at the beginning of the school year, and one at the end of the school year) utilizing allocated funds – No Exceptions. Departments must obtain approval from a budget manager, and should be limited to circumstances that require staff to be at work.
    - All food purchased under this rule must be brought into a building from an outside catering firm. For purposes of this rule, catering by Nutritional Services will count as an outside caterer. MeMa's also counts as an outside caterer.
    - Under this rule, Departments and Schools may not go to any off-site establishment such as a restaurant, bar & grill, café, or other eating establishment. All food purchased under this rule must be consumed on-site, at the District or Library facility.

Ten (10) or fewer attendees:  
Cardholder must provide at the time of statement reconciliation, a summary of the event that will include:

  1. Name of the event facilitator.

2. Summary/Description of the event.
3. List of all attendees.
4. Signature of the building administrator or department director or executive director or senior administrator (assistant superintendent, COO, chief of staff or superintendent) who authorized the event.

Eleven (11) or more attendees:

Cardholder must provide at the time of statement reconciliation a summary of the event that will include:

1. Name of the event facilitator.
  2. Summary of the event.
  3. Count of all attendees.
  4. Signature of the building administrator or department director or executive director or senior administrator (assistant superintendent, COO, chief of staff or superintendent) who authorized the event.
- Purchase of snacks or beverages for staff consumption is prohibited.
  - Violation of this rule may result in personal responsibility/repayment or payroll deduction of the amount connected to the violation; and/or disciplinary action.
  - Nothing in the foregoing is intended to prohibit self-funded employee gatherings on-site or at off-site eating establishments.

Cards can be used anywhere VISA is accepted.

### **Receipt of Goods and Materials**

The cardholder is responsible for ensuring receipt of goods and materials and will follow – up with the vendor to resolve any delivery problems, discrepancies and damaged goods.

For telephone or catalog orders, make sure complete shipping address and instructions are given along with your name (e.g., name, department name, complete street address, room number, city, state, zip code).

If goods or materials are ordered by phone, ask the vendor to include a detailed sales receipt in the package and explain we are a tax-exempt organization. Save the credit card receipt and shipping documentation.

If food purchases, all receipts must be itemized.

### **Record Keeping and Documentation**

To facilitate the reconciliation and approval process, the cardholder is responsible for keeping all sales documents (credit card slips, invoices, cash register receipts, packing slips, etc.) for all items.

The cardholder should also maintain a transaction log (see Appendix 3) for each purchase and phone order. The cardholder should log all pertinent data onto the transaction log.

All sales documents should be inserted in the Purchasing Log/Envelope and listed on the front. All documents MUST be neatly organized in a log sequence in the envelope. This is checked against the monthly statement.

The cardholder is responsible for:

- 1) Keeping all original sales documents (i.e., invoices, credit card slips, cash register receipts, packing slips, etc.).
- 2) Facilitating payment of monthly billings and ensuring that credit card statements are promptly paid.
- 3) Note: The Board of Education will never be responsible for paying any interest on the charges.
- 4) Maintain a transaction log for each purchase and phone order. The cardholder should log all pertinent data on to the transaction log. Correct and proper account numbers should be charged and indicated on the transaction log.
- 5) All original sales documents and purchasing card transaction logs kept on file. At the time of processing for payment, insert documents into the envelope and make sure the list of transactions is complete.

If a cardholder loses a receipt of \$75.00 or less and has requested a copy of the receipt to be provided by the vendor or the bank, a written explanation of the amount and description of the items can be provided in lieu of the original to facilitate timely payment while waiting for the additional documentation to follow. The documentation should be forwarded to the accounts payable department upon receipt, even if the bill has already been paid.

### **Reconciliation and Approval Process**

Sales transaction receipts and purchasing card transaction logs should be kept together. A statement will be sent to the cardholder monthly to reconcile to the transaction log. The cardholder/department is responsible for editing and approving the purchasing card transactions log. **DO NOT PROCESS PAYMENT FROM THIS STATEMENT** – Accounts Payable will prepare the monthly payment document utilizing the information on the transaction log.

### **How to Audit a Purchasing Card Transaction**

Before approving the posted transaction, check the following information:

- 1) The cardholder will receive a monthly statement from the bank. The department/building should review these statements for discrepancies and notify the purchasing department of any disputed items. If any items are not recognized, contact the vendor. If resolution does not occur, fill out the Vendor Disputed Charge Form (Appendix 5) and send it to the purchasing office. They will send the Vendor Dispute form to the bank for resolution with the vendor.
- 2) Vendor Name: It must agree with the credit slip/packing slip, paid invoice or receipt. If the vendor name does not agree, check to make sure there is not another transaction to which it should apply.
- 3) A transaction will not be approved unless the cardholder has a credit, cash register receipt, or packing slip (in the case of phone orders). If a receipt is missing, the cardholder should immediately contact a vendor and ask him/her to provide a **detailed** receipt (not just the signature ticket), credit memo, or an adequate substitute. If they can only fax you a copy, please remember to certify and sign it as valid and the only copy you received. Otherwise, to obtain a copy of a charge or credit slip, call the Commerce Commercial Cards Product Group @ 1-888-494-5141. There will be a \$10.00 charge for each copy which will be billed to your card.
- 4) Check to make sure the "Ship To" address on the documentation is correct. If not, it should be investigated.
- 5) Note partial shipments on the transaction log (in the description field).
- 6) Note any sales tax charged. Enter a separate log entry for the tax charged. Work directly with the vendor to obtain a correction. Any materials or services delivered within the boundaries of the state of Kansas (or Missouri if received in Kansas) are exempt from sales tax.
- 7) Check packing slip for freight terms. On contract items, freight terms must agree with the contract terms.
- 8) If inappropriate purchases appear, the employee should supply a justification. If the justification is insufficient, appropriate measures should be taken. In addition, steps should be taken to return the goods or the employee should pay the vendor directly, or the department/building should use private funds for payment and have a credit issued to the purchasing card.
- 9) Make sure the purchases on the Visa card are allocated correctly to appropriate funding and object codes on the transaction log.
- 10) The approved transaction log and supporting documentation should be sent to Accounts Payable for audit **by the 30<sup>th</sup> of the month.**

### **Outline of Monthly Activity**

<u>Activity</u>	<u>Procedure</u>
Monthly Statement	<ol style="list-style-type: none"> <li>1. Card statement is received by the cardholder.</li> <li>2. Summary by administrator is received by the BPC Coordinator.</li> </ol>

- Required Action by 30<sup>th</sup> of the Month
1. Reconcile card statement to log.
  2. Enter a purchase order requisition.
  3. Approve purchase order requisition.
  4. Forward reconciled card statement and log in the designated envelope, marked with the purchase order/requisition number to the Accounts Payable Department – Not later than the 30<sup>th</sup> day of the month.

### **Entering the Purchase Order**

The Visa bill is paid by entering one purchase order for each administrator's location or card number. A purchase requisition may be entered in advance for any billing period with an estimated amount encumbered. Adjustments may be made at the time of payment. Try to use only one purchase request for payment for each billing period.

Once the purchase requisition has been approved and converted to a purchase order, the order must be received (the administrator's final authorization to pay the bill). The purchase order number must be written on the face of the transaction log. All original sales documents should be forwarded to the Accounts Payable Department.

## **SECTION 4 – BILLING AND PAYMENT PROCESS GENERAL**

### **Returns**

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

- 1) The cardholder makes contact with the vendor to obtain authorization to return the item(s). This will usually be in the form of a return authorization number (RMA). As every vendor has different return policies, make sure your return meets their criteria without incurring a restocking fee. The item(s) to be returned needs to be re-packed in original manufacturer's carton. Follow the District's return merchandise procedures when returning items.
- 2) When an item has been returned and a credit voucher received, the cardholder shall reflect this credit on the purchasing log.
- 3) **Never accept cash for a business purchasing card return of merchandise.** Always request a credit voucher, which can be reflected on the statement.
- 4) If the vendor has not replaced or corrected the item by the cutoff date, then the purchase of that item will be considered in dispute. Attach Vendor Disputed Charge Form (appendix 5) to the monthly statement.

### **Disputed Charge**

If the cardholder is disputing a charge, they shall complete a Vendor Disputed Charge Form (Appendix 5) and include it with the statement package.

If the monthly statement lists transactions where the goods have not been received or reflecting another discrepancy, the cardholder should resolve these items prior to their sending an approved monthly settlement to the Accounts Payable Department. Most exceptions can be resolved between the cardholder and the vendor. If the dispute cannot be settled at this level, the cardholder shall advise the Business Purchasing Card (BPC) Coordinator.

### **Transactions Not Appearing on Statement**

If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be retained by the cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within sixty (60) days after the transaction date, the cardholder shall notify the BPC Coordinator for assistance in resolving the issue.



## **Superintendent's Procurement Card**

All purchases made by Superintendent, using the Business Purchasing Card, shall be subject to periodic review by the President of the Board of Education or his/her designee. This review shall take place prior to payment of the bill and shall be done at the discretion of the President of the Board.

## **Paying the Bank**

Send the transaction log and all original receipts to the Accounts Payable Department not later than the end of the month. The summary transaction log is to be signed by the cardholder. The cardholder's signature on the transaction log is not required **IF** the cardholder has signed **EACH** receipt.

**Timing is extremely critical.** If the cardholder needs to retain any documents for their records, a photocopy should be made of the original, which would need to be forwarded as a supporting document for payment. All payments on purchasing cards will need to be made at the first board meeting (the second Tuesday) of each month (Appendix 7).

Accounts Payable department must audit ALL transactions for ALL cardholders and compile the information to pay the bank within a matter of a few days from the cut-off date. It is imperative that each cardholder prioritizes the processing of statements and receipts for payment.

## **Sales and Use Tax**

Unified School District 500, as a political subdivision of the State of Kansas, is exempt from paying Kansas sales or use tax per KSA 79-3606(b) (see Appendix 8).

Information on the District's tax-exempt status appears on the purchasing card. **BE SURE TO REMIND THE VENDOR OF THE TAX-EXEMPT STATUS WHEN MAKING A PURCHASE.**

It is the cardholders' responsibility to make sure Sales Tax is NOT charged. If you find that has happened, go back to the vendor and ask they refund the tax. If the charge makes it to your statement, you must note that the credit is coming on the next statement. If the vendor refuses to refund, you must enclose a personal check for the sales tax amount, as the District cannot pay Sales Tax.

## **Section 5 – Purchasing on the Web General**

With the increasing availability of products that can be purchased and provided through the Internet, practitioners of this type of acquisition should be informed of the protocol for using their Business Purchasing Card in this environment.

### **Internet Purchasing Guidelines**

When purchasing a service or product online with a credit card, observe the following guidelines.

- 1) Make sure you are fully informed as to all of the charges associated with making a particular online purchase. Shipping and handling, plus other special or hidden fees can greatly increase the cost of your purchase. Note the expected delivery time and determine whether or not the merchant's delivery schedule accommodates your requirements.
- 2) Read the online merchant's refund/return and customer privacy policies. Be aware of the terms of business practice by a particular online retailer. Beware of online merchants who do not prominently display refund/return or privacy policies.
- 3) Look for addresses that start with "https:" Never enter your credit card number on a Web page that does not have "https:" at the beginning of the Web page address. The "https:" in the URL (Web address) means that information you fill out in an ordering form will be transmitted over an encrypted, secure connection to the merchant.
- 4) Look for the security alert and the lock icon when making online purchases. Using your browser, you will get a pop up "security information or security alert" when you connect with a secure server. The message will read something like "You have requested a secure document or you are about to view pages over a secure connection." If you continue by clicking "Continue" on the pop up window, you will be connected to a secure server. At this point you should see a lock icon on the lower left portion of your Web browser window. The security alert and the lock icon are signs that you have connected with a Web site using an encrypted and secure connection.
- 5) Guard your personal information. Don't provide any non-essential information online.
- 6) Find out where a company is physically located so that you can check on its reliability through other verifying sources, such as the Better Business Bureau. Most reputable companies will offer an alternate means (retail outlets, mail orders, phone orders, etc.) of purchasing their products or services. Beware of online retailers that fail to list detailed contact information. A good way to discover the location of a Web site's ownership is to use the "WHOIS Lookup" feature at Network Solutions. Type in the web domain of the company in question at <https://www.whois.net/>.

- 7) Never reuse the same passwords for multiple e-commerce accounts. If your Web browser asks you if you want it to “remember” your password so that you don’t have to enter it in future visits to an online store, decline the offer.
- 8) Know that unsolicited e-mail violates computer etiquette and is often used by con artists. Offers you receive through junk e-mail or “spam” as it is often called, are often typed in all capital letters and are designed to appeal to people who are easily fooled by flashy messages and exaggerated claims. Unless you are familiar with the online business, do not respond to unsolicited e-mail messages offering services or products through online credit card sales.
- 9) Look for seals or other symbols that identify a particular merchant as being a member of an online reliability, privacy, or secure site protection group. Organizations that sponsor these types of seals include BBBOnline <http://www.bbb.org/online/business/dynamicseal.aspx>, ePublicEye.com, Secure Assure <http://secureassure.org/>, Verisign <https://www.verisign.com/> and TRUSTe <https://www.truste.com/>. Verify that the merchant is in fact a member of the seal program by visiting the site that issues the seal and looking up the merchant’s name and/or Web address.
- 10) Know the provisions of the Fair Credit Billing Act, in particular that the limits of your liability as a victim of online fraud (\$50.00).

### **Resources For Online Purchasing Information**

Listed below are several web sites and addresses to be used as information references as needed.

- 1) Better Business Bureau – Shopping Safety Online <https://www.bbb.org/shoppingonline/>
- 2) BBBOnLine Reliability and Privacy Seal Program <http://www.bbb.org/online/business/dynamicseal.aspx>
- 3) Electronic Commerce Guide <https://ecommerceguide.com/>
- 4) EMarketer <http://www.emarketer.com>
- 5) Federal Trade Commission’s Guide to Online Payments <http://www.ftc.gov/bcp/online/pubs/online/payments.htm>
- 6) Internet Fraud Watch <http://www.fraud.org/homepage?splash=1>
- 7) InformationWeek <http://www.informationweek.com/>
- 8) Net Profit Center <http://www.net-profit-center.net>
- 9) TRUSTe <http://www.truste.org>
- 10) United States Government Electronic Commerce Policy <https://ecommerceguide.com/guides/ecommerce-legals/>

## **Section 6 – Violations Cardholder Agreement**

The Business Purchasing Card is provided as a tool to assist budget administrators in performing their job duties more efficiently and effectively. It has been issued to assist in the procurement of needed goods and services in a manner often more expeditious than the traditional purchase order cycle. However, along with the ability to use this tool of procurement comes additional responsibilities. It is important to understand the use of the card is a privilege the Board of Education has provided to assist in the performance of job duties. It is not a right and can be revoked as violations of terms and conditions occur. Appropriate and responsible use of the Business Purchasing Card is an implied and expressed expectation of the cardholder. As each cardholder has signed a Business Purchasing Cardholder Agreement upon receipt of their card, it is the expectation all rules and requirements will be adhered to in accordance with this document and manual.

### **Delinquency of Payment**

It is the responsibility of the purchasing cardholder to assure that statements are audited and processed for payment within the timelines established in this users guide. In order to maintain your full purchasing capacity and to operate within the contractual agreement with the distributor of the Business Purchasing Cards, payment for any previous months charges as indicated on the statement should be processed in time to be paid by the first Board meeting of the following month. If you fail to comply with this required timeline, you will be notified in writing concerning the delinquency. Multiple notifications by the office of the Business Purchasing Card Coordinator will result in the cardholders' privileges being terminated. Such terminations will be of a minimum of sixty (60) days, but shall not be limited or restricted to this amount of time.

Any Business Purchasing Card falling to sixty (60) days in arrears will have charge privileges suspended immediately by the bank issuing the card. The card will not be reinstated by the bank until the account is paid for the entire outstanding amount of indebtedness.

### **Unauthorized Purchases**

All cardholders shall familiarize themselves with this document and the list of inappropriate expenditures outlined herein. If a circumstance should arise where the nature of the item to be purchased with the purchasing card may not be clearly defined either in writing or in the cardholder's mind, the Business Purchasing Card Coordinator should be contacted for clarification. However, if an inappropriate or unauthorized purchase is made by a cardholder, the following procedure will be followed:

- 1) First Offense - Notification in writing from the Business Purchasing Card Coordinator as to the nature of the violation.
- 2) Second Offense – Notification in writing that the Business Purchasing Card privileges have been suspended and will be suspended for a period of ninety (90) days.

- 3) Third Offense – Written notification of permanent suspension of charge privileges and a request for surrender the Business Purchasing Card.

Given the exceptional nature of a violation or unauthorized purchase, steps one and two may be exempted.

Special attention should be given to Section 4 of the Business Purchasing Cardholder Agreement, signed at the time of receipt of the Business Purchasing Card, as it relates to the following:

- 1) Personal Liability
- 2) Restitution relating to improper use of the BPC, including fees and interest
- 3) Termination of Employment
- 4) Criminal Prosecution
- 5) Payroll Withholding

Business Purchasing Cardholder Agreement

Name of Cardholder: \_\_\_\_\_ School/Department: \_\_\_\_\_

Business Address: \_\_\_\_\_ Supervisor Name & Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Cardholder agrees to accept responsibility for the protection and proper use of the Business Purchasing Card (BPC) in accordance with the terms and conditions below and found in the Purchasing Card Manual located on the Districts' website. Highlighted here are:

1. Cardholder agrees to provide the supporting detailed receipts from the vendor and/or a transaction log for each transaction as designated by the BPC Coordinator, under the Board of Education's policies and procedures. Failure to report or document any purchase may be deemed an inappropriate use of the BPC.
2. If the card is lost or stolen, cardholder shall notify the BPC Coordinator immediately.
3. Cardholder shall be responsible for all charges, includes fees/interest, incurred from the proper use of the BPC.
4. THE CARDHOLDER MAY NOT MAKE ANY PERSONAL PURCHASES ON THE CARD. Cardholder understands that he/she shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2 above, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the BPC may be cause for disciplinary action by the Board of Education including termination and that improper use of the BPC may subject Cardholder to criminal prosecution. Cardholder understands that the Board of Education may withhold amounts attributable to improper use by Cardholder from any paycheck or other State of Kansas warrant which may be payable to Cardholder.
5. Cardholder understands that should his/her employment with the Board of Education terminate for any reason, the BPC must be returned to the BPC Coordinator immediately. Cardholder understands that the Board of Education may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that the Board of Education may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.
6. Cardholder understands that use of the BPC is for the purchase of commodity and non-inventory capital items only (**no equipment or furniture**) of less than \$1,000 per purchase subject to individual card limitations on expenditures for use in official Board of Education business. All purchases must comply with State and District accounting and purchasing statutes, regulation and policies the Board of Education implements in the use of the BPC. The following items may **not be purchased** with the BPC, however, this list is not all-inclusive:



**Alcoholic beverages, Ambulance services, Antique shops, Automotive repairs, Boat rental, Bus lines, Business cards, Cash advances, Casinos, Cigar stores, Construction, Courier services, Cruise lines, Counseling, Dating and escort services, Direct marketing travel, Drinking establishments, Freight motor carriers, Funeral services, Furniture, Hospitality or entertainment, Telephones, Weapons or ammunition, Leases, Rentals, Marinas, Massage parlors, Package stores, Pawn shops, Personal items, Postage, Printing, Public warehousing, Railroads, Tax preparation, Utilities.**

IF IN DOUBT, Cardholder understands that he/she should seek prior approval from the BPC Coordinator. Such approval presumes the proper use of the BPC.

7. Cardholder acknowledges by his/her signature to this agreement, that he/she has received instruction in the proper use of the BPC; that goods or services purchased with the BPC are consistent with your organizational responsibilities and satisfy your department/school needs; that all purchases shall be made in accordance with applicable purchasing and purchasing card procedures; that this delegation shall automatically cease upon your separation from the District or your reassignment to another department within the District., and he/she has read and understands this agreement.

Signature of Cardholder: \_\_\_\_\_

Date: \_\_\_\_\_

# Unified School District 500 Purchasing Card Surrender/Destruction Notice

The attached/identified card was surrendered/destroyed for the following reason: (Check one)

Card has been reported as lost and was subsequently found.  Cardholder has left employment with the District.

Cardholder has transferred to another department/building within the District.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_

**Administrator' Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





# UNIFIED SCHOOL DISTRICT 500 VENDOR NON-ACCEPTANCE FORM

Agency: U.S.D. 500, Kansas City, Kansas Public

School Cardholder Name:

Department

t: Date:

Vendor Information:

State Vendor #: \_\_\_\_\_ (If Known)

Vendor  
Name:

Address:

City

State

Zip

Phone: ( )

Would you use this vendor more often if they DID accept the Procurement

Card? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the value of the order you WOULD have placed? \_\_\_\_\_

Comments: \_\_\_\_\_

Instructions: Cardholders who encounter vendors that will not accept the Unified School District 500 Purchasing Card should be fill out the information requested above and fax the completed form to Commerce Bank Kansas 816/843-2485.

# Unified School District 500 Vendor Disputed Charge Form

Cardholder Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Transaction Amount: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

The above reference transaction is being disputed for the following reason(s):

\_\_\_\_\_ Different in the amount authorized and the amount billed. (Copy of your charge enclosed.)

\_\_\_\_\_ Transaction was previously billed on Statement dated \_\_\_\_\_

\_\_\_\_\_ The above transaction is disputed because:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I do not recognize the above transaction.

\_\_\_\_\_ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (Copy of credit voucher must be enclosed)

\_\_\_\_\_ My account has been charged for the above transaction, but I have not received this merchandise. The details of my attempt to resolve the dispute with the merchant and the merchant's response are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My account has been charged for the above transaction, but the merchandise has been returned. (Enclose a copy of your postal receipt)

**Signature:**

**Date:** \_\_\_\_\_

Attach the completed form to your monthly statement for review and approval. \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

## EXCLUDED PURCHASES (TYPES OF VENDORS BLOCKED FROM USAGE)

### **VISA CARD IS NOT TO BE USED FOR THESE TYPES OF PURCHASES**

- Alcoholic Beverages
- Ambulance
- Antique Shops
- Automotive Repairs
- Boat Rental
- Bus Lines
- Business Cards
- Capital Purchases (subject to inventory)
- Car Rental (unless pre-approved by BOE)
- Cash Advances
- Casinos
- Cigar Store and Stands
- Construction, Renovation or Installation Courier Services
- Cruise Lines
- Counseling Services
- Dating & Escort Services
- Direct Marketing Travel
- Drinking Establishments (restaurants excluded)
- Freight Carriers (motor freight)
- Funeral service or crematories Furniture
- Gasoline Services
- Hospitality or Entertainment
- Telephone Related Equipment Lease, Rentals
- Marinas Massage Parlors
- Package Stores
- Pawnshops
- Personal Items (clothing, sundries, raffles, fundraising)
- Postage
- Printing
- Purchases Involving Trade-ins
- Railroads
- Tax Preparation
- Utilities – Telephone, Wire Transfer, Electric, Gas, Water
- Service Providers – Includes financial institutions (cash, merchandise or services), money orders, traveler’s checks, brokers/dealers, insurance sales, timeshares, camps
- Professional Services & Membership Organizations – doctors (medical, dental, eye, osteopaths, chiropractor), optical goods, nursing facilities, hospitals, laboratories, legal, schools, child care services, civic/social/fraternal associations, charitable/religious/political organizations, architectural/engineering/ surveying services, accounting/ auditing/bookkeeping services, court costs, fines bail bond payments, tax payments, gov’t loan payments - unless prior approval is received.
- Weapons, ammunition; law enforcement department purchases are allowed.

While this list is not comprehensive, if in doubt that a purchase under this agreement through the use of the BPC, Cardholder understands that he/she should seek prior approve from the BPC Coordinator. Such approval presumes the proper use of the BPC.

## CALENDAR OF CUTOFF DATES

Below is the billing schedule for the school year.

- 1) **The accounts are billed on the 20<sup>th</sup> day (approximately) of each month.**
- 2) This means the cardholder should **submit the Purchasing Card Log/Envelope with statement and original receipts not later than the last day of each month.**
- 3) The Board meetings, at which **payment is approved, typically occur on the second and fourth Tuesdays of each month**, with the exception of July and December, when one meeting is typically held. By submitting by the end of the month, payment can be made at the first Board meeting of the following month and payment may be presented with the terms of the agreement.

# EXEMPTION CERTIFICATE

\_\_\_\_\_, 201\_

The undersigned hereby certifies that he is the Director of Purchasing of Unified School District 500, 2010 N. 59<sup>th</sup> Street, Kansas City, Kansas 66104, and that he is authorized to execute this certificate and that the article or articles specified in the accompanying order are purchased from

\_\_\_\_\_

for the exclusive use of the Board of Education, U.S.D. 500 of Kansas City, Kansas.

It is understood that the exemption from tax in the case of sales of articles under this exemption certificate to the United State, etc., is limited to the sale of articles purchased for their exclusive use, and it is agreed that if articles purchased tax free under this exemption to the manufacturer of the article or articles covered by this certificate. It is also understood that the fraudulent use of this certificate to secure exemption will subject the undersigned and all guilty parties to a fine of not more than \$10,000.00 or to imprisonment for not more than five years, or both, together with costs of prosecutions.

Exemption #A-157758

\_\_\_\_\_

Wayne C. Correll  
Director of Purchasing