Unified School District 500

Business Purchasing
Card Manual

Revised – 2014

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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 Card usage will be monitored and cards may be rescinded at any time.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 UMB 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
airlines (direct)
personal items
furniture
package stores
insurance services
some service providers

Merchants are paid by UMB 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 (279-2270) 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 (9-98)
2) Directors, Building Principals (2-99)
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 UMB Bank Security at 1-800-821-5184 and the BPC Coordinator at 279-2243. UMB 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.

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.

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 $30.00 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 UMB Commercial Cards Product Group @ 1-800-821-5184.
There will be a $2.00 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 30th of the month.**

Outline of Monthly Activity

Activity		Procedure
Monthly Statement	1.	Card statement is received by the cardholder.
	2.	Summary by administrator is received by the BPC Coordinator.
Required Action by 30th 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 30th 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 the 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 it 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 retails 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 you 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/conline/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 a 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
4) Criminal Prosecution
5) Payroll withholding

KANSAS CITY, KANSAS PUBLIC SCHOOLS

BUSINESS PURCHASING CARDHOLDER AGREEMENT

Name of Cardholder	*Cardholder Business Address:*
Department Name & Number:	*Cardholder Business Phone Number:*
Supervisor's Name & Title:	*Supervisor's Phone Number:*

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:

1. Cardholder agrees to provide the supporting 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 improper 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, including fees and interest, incurred from the proper use of the BPC.

4. **THE CARDHOLDER MAY NOT MAKE 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, 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 Board 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 Board of Education terminate for any reason, the BPC must be returned to the BPC Coordinator. Cardholder understands that Board may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that Agency 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 (coded in 3000 and 4999 series) 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, regulations and policies including all policies the Cardholder's Agency implements in the use of the BPC. The following items may not be purchased with the BPC, however, the list is not all-inclusive:

Alcoholic beverages
Ambulance
Antique shops
Automotive repairs
Boat rental
Bus lines Pawnshops
Business cards
Capital purchases (subject to inventory)
Car rental (unless preapproved by BOE) Cash advances
Casinos
Cigar store and stands
Construction, renovation or installation
Items for which payment is made by voucher (e.g., Blind and Handicapped Made Products and items in Correctional Industries catalog)
Leases, rentals
Marinas
Massage parlors
Package stores
Pawn shops
Personal items (clothing, sundries, raffles, fundraising)
Postage
Printing
Purchases involving trade-ins
Public warehouses
Railroads
Tax preparation

Courier Services
Cruise lines
Counseling services
Dating and escort services
Direct marketing travel
Drinking establishment (not restaurants)
Freight carriers (motor freight)
Funeral service & crematories
Furniture
GasolineServices (all, except subscriptions and freight)
Hospitality or Entertainment
Telephones, related equipment

Weapons, ammunition; law enforcement department purchases are allowed.

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 and 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.

If in doubt that a purchase is authorized under this agreement through the use of the BPC, 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.

Cardholder signature: _____ Date: _____

For Agency Use Only

Limit per Purchase:_____(not to exceed $1,000)

Cycle Credit Limit:_____(not to exceed without authorization)

Approval: Print Name:_____ Title: _____

Signature: _____ Date: _____

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Approval: Print Name: _____ Title: BPC Coordinator

Signature: _____ 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: _____

Appendix 2

Unified School District 500

Individual Purchasing Card Log/Envelope

Cardholder:_____

Purchase Order_____

Card Number_____

Statement Start Date:_____

Statement End Date:_____

Date	Vendor	Description	Account Number	Amount

Total: _____

I certify the above transactions were incurred for USD 500 purposes.

Signature:_____ Date:_____

UNIFIED SCHOOL DISTRICT 500
VENDOR NON-ACCEPTANCE FORM

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

Cardholder Name:

Department:

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 fill out the information requested above and fax the completed form to: UMB 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
Public Warehouses
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 20th 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, 625 Minnesota Avenue, Kansas City, Kansas 66101, 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

_____
Robert W. Young
Director of Purchasing