

### MIDDLETON-CROSS PLAINS AREA

**SCHOOL DISTRICT**

**PURCHASING CARD PROCEDURE MANUAL**

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**PURCHASING CARD PROGRAM OVERVIEW**

**Purpose and Intent of the District Purchasing Card Program**

The Purchasing Card program has been established to assist the District in reducing reliance on requisitions, purchase orders, petty cash funds, and paper checks. The Program is also intended to reduce Accounts Payable processes and the need for staff to use personal funds requiring reimbursement for business purposes. In addition, the Program is meant to increase turn-around time in the fulfillment of orders, provide greater ordering flexibility and reduce paperwork.

**District Staff Purchasing Card Process Responsibilities**

Individuals and sites/departments are responsible for the retention, reconciliation, and review of their own transactions. The Business and Employee Services Department is responsible for managing the Purchasing Card Program.

**PURCHASING CARD APPLICABLE DISTRICT POLICIES AND PROCEDURES**

All District policies and procedures apply to participation in the Purchasing Card Program. Policies and procedures that directly affect making purchases using the Purchasing Card Program can be found under the Middleton-Cross Plains Area School District Policies and Procedures Series No. 600 (Fiscal Management), Policy Section No. 670 (Expenditures)

* Purchasing = Policy No. 672
* Competitive Pricing/Bidding Requirements = Policy No. 672.1 Purchases over $500.00 are subject to District competitive pricing/bidding requirements.
* Purchasing Card Program = Policy No. 673.1
* Expense Reimbursement Policy = Policy No. 675

The Purchasing Card program is NOT intended to circumvent or replace the standard purchasing procedures of the District. It is every employee’s responsibility to be aware of and comply with the District’s administrative procedures and policies regarding purchasing.

**TYPES OF PURCHASING CARDS-** Individual or Site Assigned

**Individual Purchasing Cards** are embossed with a single cardholder’s name. The name embossed on the card is the only individual who may use this card. With the appropriate approval, the cardholder may make purchases on behalf of another staff member, but under no circumstances may a cardholder lend their card to anyone else.

**Site-Assigned Purchasing Cards** are embossed with the name of a location or department; such as a school name, support service name, or a specific department within one or more schools. Site assigned cards are held and distributed by one member of the location or department as designated by the supervisor/manager/administrator. Any member of the site that the card is assigned to who has purchasing privileges may obtain the card from this designee to make District related purchases. A site-assigned Purchasing Card should have “Request District ID” written in the signature line on the back of the card. Be sure to have your school district photo ID with you.

**OBTAINING A PURCHASING CARD**

**Obtaining a new Individual Purchasing Card**

Any individual who holds a position in the District that requires regular purchasing may request an individual Purchasing Card.

• The individual’s immediate supervisor is the employee’s first contact for a card request and will make the initial recommendation to the Financial Specialist via the “Purchasing Card Application Form”.

• The individual must complete the top half of page 1 of the “Purchasing Card Application Form”. The staff member’s direct supervisor must sign the form and forward to the Financial Specialist.

• The Financial Specialist and Business Operations Manager will review the application and approve or deny.

• The individual and their immediate supervisor will be notified by the Financial Specialist if the application is denied.

**PERSONAL LIABILITY AND YOUR CREDIT RATING**

The use of the Purchasing Card results in District liability, NOT a personal liability for the cardholder. Your credit rating will not be affected. However, remember that you have signed an agreement with the District prior to receiving the card and, as such, you are responsible for any misuse of the card as outlined in this manual and administrative procedures and policies.

**Obtaining a new Site-assigned Purchasing Card**

An administrator or supervisor may request the issuance of a Purchasing Card that is not assigned to a specific cardholder, but to a location or department. Site-assigned cards are the responsibility of the administrator or supervisor; including card security and record keeping. While the administrator may delegate daily recordkeeping and security duties to another staff member, they are ultimately responsible for all aspects of the site card.

• The administrator or supervisor must complete the bottom half of page 1 of the “Purchasing Card Application Form”.

• The administrator or supervisor must sign the form and forward to the Financial Specialist.

• The Financial Specialist and Business Operations Manager will review the application and approve or deny.

• The administrator or supervisor will be notified by the Financial Specialist if the application is denied.

**Issue of a new Individual or Site Purchasing Card**

Upon approval of the request and receipt of the individual’s card or site card by the Financial Specialist. The new participant(s) will receive:

1. The District Purchasing Card Administrative Policy
2. The District Purchasing Card Manual
3. Training documentation on how to reconcile transactions in Skyward
4. The Purchasing Card Program Code of Conduct to sign off and return to the Financial Specialist
5. The Purchasing Card (once the Purchasing Card Code of Conduct is returned to the Financial Specialist). Please sign the back of the Purchasing card or if it is a site or department card please “Request District ID”.

Both the application and cardholder agreement must be completed and signed.

**Requesting the use of your location/department site card**

All employees who make purchases as part of their job duties may request the use of the site card belonging to your location, department and/or building. Your immediate supervisor or their designee is your first contact for requesting to use the site card.

1. All employees using a site card for purchases will check out from designated department/location staff member assigned card responsibilities.

2. The site or department supervisor or their designee is responsible for documentation and recordkeeping of all transactions on the site card.

**PLACING ORDERS**

The District has contracts and pricing agreements with many vendors, and is also able to take advantage of several Group Purchasing and State of WI contracts. These contracts and pricing agreements often include free shipping on purchases. You may also call the Financial Specialist Purchasing Specialist in the Business & Employee Services Department for further information on vendors and product pricing.

**All Purchasing Card purchases must comply with District policies and procedures including, but not limited to:**

**Tax Exempt Status** The cardholder will inform the vendor that the purchase is NOT subject to sales tax. The District is tax exempt, the tax exempt number is (ES 41806). It will be the cardholder’s responsibility to promptly coordinate reimbursement from the vendor for any tax charges. Furthermore, the cardholder will be required to reimburse the District for vendor tax charges if they are responsible for the error and the charge cannot be corrected.

**Shipping Address** Merchandise purchased with a MCPASD purchasing card must be shipped to **a MCPASD location**

**Cardholders should utilize the following checklists for the various methods of purchasing:**

**In Store Purchases**

1. Inform the vendor that the District is tax exempt. The tax-exempt number is (ES 41806) and embossed on the card.

2. Review cash register and Purchasing Card receipts prior to signing for purchase verifying:

• Sales tax was not charged

• Any discount offered was included

• Total purchase price is correct

3. No backordering of merchandise is allowed.

4. Retain documentation: cash register receipt or detailed invoice of the charge.

**Telephone Orders**

1. When placing telephone orders, confirm the following before a final purchase:
* All phone orders must be initiated by the card holder
* That the order is tax exempt, and the vendor’s policy on tax exempt purchases
* If the goods or services are available and meet specifications
* The cost of shipping and handling to be applied to your transaction
* An estimated delivery date
* Any special delivery requirements the vendor may require
* Complete shipping address including cardholder’s name, school or location name, and phone number; *ask that this information be included on the shipping label and packing slips*
* You may wish to ask that an order acknowledgement and/or shipping notification be sent to your e-mail address or faxed to you to provide additional documentation for your records.

2. To ensure complete and compliant record keeping, all orders should be shipped to the cardholder’s school district location when ordering the merchandise.

3. Retain written documentation detailing vendor, date, name of person order was placed with and telephone number, line item detail of each item ordered, total cost including shipping, order number supplied by the vendor, and anticipated delivery date.

**Internet Orders**

Internet shopping opens up a much wider variety of vendors and products to us than ever before. The Internet also allows us the opportunity to compare pricing and overall value between various vendors and products quickly and easily. There are a few points to consider before placing an online order:

1. Make sure the website is secure.

2. You are not charged sales tax. You may need to enter our tax exempt number online (ES 41806), email/fax tax exempt certificate to the vendor, or call the vendor.

3. You understand the shipping and handling terms and costs. This can have a huge impact on total cost and the District has negotiated free shipping and handling with a number of vendors.

4. You may wish to ask that an order acknowledgement and/or shipping notification be sent to your e-mail address to provide additional documentation for your records.

5. Retain documentation: printed order page during purchasing process, E-mailed order acknowledgement or shipment notification from the vendor and packing slips or invoices included with delivery.

**Fax Orders**

Fax orders are strongly discouraged, as we have no control over the security at the site where the fax is being sent. Faxing Purchasing Card orders should only be done if all other methods cannot be utilized.

1. Never leave the form unattended so others that use the machine will not have access to your confidential card information. If your fax machine automatically generates a fax confirmation sheet, retain this confirmation sheet if it contains any part of your card information.

2. Retain a copy of the fax order form in a secure location.

3. Call vendor and confirm receipt of fax order that includes card account number.

4. Request an order acknowledgement and/or shipping notification be sent to your e-mail address or faxed to you to provide additional documentation for your records

**LIMITS, BLOCKS, RESTRICTIONS, AND UNAUTHORIZED PURCHASES/TRANSACTIONS:**

**You may NOT use your Purchasing Card for:**

1. Personal purchases
2. Purchases intended to bypass any District purchasing procedures or policies
3. Purchases split to circumvent purchase limits or competitive pricing/bidding requirements
4. Meals, travel or entertainment expenses unless specifically authorized and in accordance with District policies, procedures and guidelines
5. Capital equipment purchases (unit cost of $500 or more) unless specifically authorized and in accordance with District policies, procedures and guidelines
6. Telephone calls
7. Telecommunications equipment: phones, pagers or cellular phones
8. Alcoholic beverages, drugs or pharmaceuticals
9. Insurance
10. Gift cards
11. Hazardous materials
12. Furniture unless specifically authorized and in accordance with District policies, procedures and guidelines
13. Computer software, hardware or peripherals unless specifically authorized and in accordance with District policies, procedures and guidelines
14. Leases or rentals of facilities or property
15. Purchases that require a contract
16. Consultants or temporary help
17. Services from a “Tax Reportable” or “1099” vendor. A tax reportable or 1099 vendor is defined as an individual, sole proprietorship or limited partnership who is paid more than $600 for services. All medical and/or attorney’s fees are considered tax or 1099 reportable, regardless of their status.
18. Purchases from a company outside of the United States, unless specifically authorized and in accordance with District policies, procedures and guidelines
19. Vehicular tickets or fines, such as parking, speeding, or other.
20. Fuel for your personal vehicle during business travel. Mileage incurred during business travel using your personal vehicle will be reimbursed utilizing the District’s Monthly Travel and Expense Report form. If business travel is done in a District-owned vehicle, fuel may be purchased using a Purchasing Card.

**Restricted or Blocked Transactions**

Restrictions and blocks are set up by the District through the banking entity. Attempts to make restricted or blocked transactions will be declined, and such transactions are monitored and reportable to the District from the banking entity. These restrictions/blocks include, but are not limited to:

• **Cash advances** are blocked on all cards. Business Operations Manager may approve special circumstances

• **Spending Limits** are established on every card by the District. Each card will have a monthly cumulative spending limit and limit for the total purchase price of each transaction. Every time the card is used these limits are reviewed and updated by the bank, and the authorization request will be declined if the amount is in excess of either of these limits. It is the cardholder’s responsibility to know their monthly purchase limit, single purchase limit, and to be aware of their current account balance. Purchasing limits are supplied to new cardholders during training with the Financial Specialist.

**Merchant Blocks.** Merchant Code blocks are a mechanism for the District to restrict the types of purchases that can be made on Purchasing Cards by blocking certain categories of vendors. For instance, “entertainment” is a common block for Purchasing Cards. This would include theatres, amusement parks, and similar vendors. All cards are initially set up with blocks. The Business Operations Manager may approve special circumstances.

There will be unique situations which may require a purchase that exceeds a card’s established limits/blocks and or countries. See below “Requesting a Purchase Limit, Merchant Block Change and/or Country change” for instructions on how to request these changes.

**REQUESTING A CHANGE TO PURCHASE LIMIT OR MERCHANT BLOCK**

**Type of Purchase Limit Changes: Single or Cumulative**

**A single purchase limit increase** may be requested to allow for single purchase(s) that exceeds theauthorized limits set on the card**.**

**A cumulative spending limit increase** may be requested to allow for multiple purchases that exceed the authorized cumulative limit set on the card.

• A temporary increase will allow for a one time purchase to be made in excess of authorized amounts. After the purchase has processed, the prior limit is put back into place.

• A permanent increase allows for a change in departmental or staff purchasing needs, and all future orders will be authorized at the increased amount.

**Requesting a Purchase Limit or Merchant Block Change or Country Change**

To request either the lift of a Merchant Block or an adjustment to a Purchase Limit or include countries outside the United States, the following form will be used: “Purchasing Card Limit/Block/Adjustment Request”. All information on the form is mandatory. The form will be signed by the requestor and their direct supervisor. The form is then to be e-mailed or sent by inter-office mail to the Financial Specialist.

Please note: A limit adjustment or block lift does not take effect immediately as additional approvals are required as well contacting the bank. Requests are typically within 48 hours.

**RETURNS, CREDITS & DISPUTED ITEMS**

It is the cardholder’s responsibility to follow up with the vendor regarding any merchandise returns or credits as soon as possible.

**Examples of charges to initially coordinate or dispute with the vendor may be:**

• Failure to receive the goods charged

• Defective merchandise

• Incorrect received quantities

• Incorrect item received

• Duplicate charges

• Credit that is not processed

• Incorrect charge amount

It is the cardholder’s responsibility to follow up with the Financial Specialist regarding any erroneous/disputed transactions as soon as possible.

**Examples of charges to immediately dispute may be:**

• Expected fraud or misuse; such as unknown charges on statement

• Disputed charges where a resolution cannot be reached with the vendor

**RETURNS**

If a return of merchandise is needed, the cardholder will contact the vendor directly to coordinate a return. The vendor will have established return policies, be sure you are aware of any shipping or re-stocking fees that may apply. Record the return and any associated credit memos/receipts with the original receipt.

**CREDITS**

Any item purchased with a Purchasing Card that is returned (not an exchange) must be returned for credit only. Do NOT accept cash or check credits. Credit memos/receipts are to be kept with original purchase receipts. Look for the credit in subsequent Skyward transactions to ensure your credit was processed.

**DISPUTED ITEMS**

To dispute a transaction contact the Financial Specialist. The cardholder and Middleton-Cross Plains Area School District has 60 days to dispute a charge with the banking entity.

**CARDHOLDER RECORDKEEPING & DOCUMENTATION REQUIREMENTS**

The cardholder is responsible for maintaining adequate documentation and records for goods and services purchased with the Purchasing Card. Whenever a purchase is made using the Purchasing Card, documentation will be retained as proof of purchase and maintained at their location. Electronic attachments will be used for submitting transactions.

The Business & Employee Services Department shall maintain all records of purchasing card application and Code of Conduct forms, limits, cardholder transfers and lost/stolen/destroyed card information.

**Keep documentation in one place.** Documentation will be retained in a filing system that best suits your needs. Documentation will be kept in chronological order by transaction date.

**Documentation should be detailed.** Documentation must include as itemized a description as is available from the vendor. It is the cardholder’s responsibility to ensure adequate line item detail of transactions.

**All documents relating to an original purchase will be kept together,** including but not limited to any returns, credits, disputes, invoices, packing slips, original purchase receipts and order modifications.

**Examples of documentation are as follows:**

• Cash register receipt or invoice and “customer copy” of the charge receipt from over-the-counter / in-store purchases. Receipts should be itemized.

• Packing slips or invoices included with delivery.

• Order acknowledgement or shipment notification from the vendor that includes detailed information.

• Returns and credit memos or notations on the original receipt/order documents.

***IMPORTANT:*** *If the cardholder does not have documentation to support a transaction, they must completely fill out a Purchasing Card Missing Receipt form. This form will be signed by the cardholder’s supervisor.*

**REVIEW AND RECONCILATION OF TRANSACTIONS**

Purchasing Card transactions will be available to cardholders and managers on a weekly basis via the Skyward financial system. Transactions will be uploaded into Skyward on a weekly basis where they can be reviewed, reconciled and approved on a continual basis. All approvals, reviews and reconciliation will be done on the Skyward financial system.

**Posting Periods**

Posting periods for the Bank of Montreal run from the 6th-the 5th. (For example: A statement received on October 20th will be for Sept 6th – October 5th ).

**Review and Approval Due Dates**

All reconciliation, reviews and approvals for posting periods must be completed in a timely fashion. Transactions will be posted on the 20th of each month. If you have any account codes that need to be changed after transactions are posted you will need to enter the required information in the Skyward Task Processes-Moving P-Card Expense. There are no exceptions after transactions are posted to the Skyward system. Failure to reconcile transactions in a timely manner may result in a loss of Purchasing Card privileges.

**CARD SECURITY**

It is the cardholder’s responsibility to safeguard their Purchasing Card and card number. Your District Purchasing Card should be treated with the same level of care and discretion as you use with your personal credit cards. The security of District Purchasing Cards is very important. A violation of the requirements listed below, or other behaviors which pose a risk to the security of the Purchasing Card will result in the cardholder having his/her card withdrawn and may subject them to disciplinary action up to and including termination of employment.

1. **Do not lend your card to anyone.** The only person authorized to use the Purchasing Card is the person whose name is embossed on the card. In the case of a site-assigned card, the card must be signed out prior to receiving the card for use and authorized for use by the staff member’s supervisor/manager. Only the staff member who has signed out the card may use it. Follow your site’s paperwork requirements for checking out a site-assigned Purchasing Card.
2. **Guard your Purchasing Card and your card number carefully.** Do not write or communicate your card account number in a location that is accessible to others.
3. **Review your transactions weekly.**
4. **Any non-district employees and all students cannot check out or use any district purchasing cards.**
5. **Card Security Tips:**

• When you are not traveling on official District business, the card should be retained in a secure location other than your personal billfold or purse.

• A canceled card should be destroyed by cutting it in several pieces prior to disposal.

• When presenting your card for purchases, provide your District ID or driver’s license to identify yourself.

• Sign the back of an individual-issued card and also write “Request ID” next to the signature. For site-assigned Cards, the statement “Request District ID” should be used in place of a signature on the back of the Card. This will remind vendors to look at your District or personal identification to authenticate the transaction

• Do not provide your card account number to unsolicited marketing calls or via email.

**REPORTING LOST OR STOLEN CARDS**

Promptly notify the Financial Specialist.

**CARD TRANSACTION APPROVALS**

The Financial Specialist will be the final approver on all transactions. The primary purpose of this is to ensure adherence to the Purchasing Card Program Manual and District Administrative policies and procedures. Upon receiving notification of transactions on your card needing attention, follow the instructions contained in the e-mail notification. Compliance with this notification is mandatory and failure to provide needed documentation or respond to the request can result in disciplinary action and loss of card. The approval process will review for potential violations of these policies and procedures including, but not limited to:

• Intentional splitting of transactions to circumvent the single purchase or cumulative transaction limits.

• Consistently delinquent reconciliation of account transactions

• Personal use of the Purchasing Card

• Allowing unauthorized use of the Purchasing Card

• Purchase of prohibited products, services, or merchandise outlined in policies and procedures

• Failure to pay inadvertent personal charges placed on Purchasing Card

• Failure to submit requested documentation from previous internal audits

• Failure to collect reimbursement of tax charges from vendors

• Fraudulent transactions with a vendor

• Lack of proper documentation for transactions

**CONSEQUENCES OF VIOLATIONS**

Any misuse/abuse of the Purchasing Card or other failure to comply with the procedures and policies may result in the following cardholder consequences:

• Revocation of card and cardholder privileges

• Disciplinary measures up to and including termination of employment

• If the misuse involves personal transactions, the cardholder must repay the District for all personal purchases placed on the Purchasing Card including any applicable state and county sales tax.

In the event of an internal finding you will have 3 business days to correct the finding. You will receive an email detailing the error(s) and necessary action needed. If the matter has not been resolved in 3 business days the Business & Employee Services Department reserves the right to suspend the card until errors have been successfully corrected. During that time the card will NOT be valid.

If there are frequent notifications of misuse of the purchasing card that are in direct violation of the policy within one fiscal year, the Business Operations Manager will temporarily and/or permanently suspend card privileges associated with its use. Only the Business Operations Manager may reinstate the privileges.

**CONTACT LIST**

**DISTRICT CONTACTS:**

The Business & Employee Services Department is responsible for the implementation, maintenance, compliance, auditing, and payment processing of the Purchasing Card program as well as the issuance of Purchase Cards, and bank relations to solve customer service issues.

***Financial Specialist:***

***Stephanie Ziegler / Phone 829-9051 / Fax 836-3571 / E-Mail sziegler@mcpasd.k12.wi.us***

• Resource for all questions about the Purchasing Card Program and its related policies and procedures.

• Assistance with Purchasing Card billing and account management.

• Receives and processes new Purchasing Card applications.

• Provides Purchasing Card Program training.

• Notify of lost or stolen cards immediately.

***Business Operations Manager: Erin Wheeler / 829-9052 / ewheeler@mcpasd.k12.wi.us***

• Reviews all new applications: limit, blocks or other requests; approves or declines

**---------------------------------------------**

**BANK OF MONTREAL / HARRIS BANK CONTACT NUMBER:**

***Lost/Stolen Card Number: 1-800-361-3361***

• To report a lost or stolen card

• For emergency replacement of a card

• Note: Notify the Financial Specialist of a lost/stolen card as soon as you have alerted the bank.

**WHAT IF I TRANSFER TO ANOTHER DISTRICT SITE OR LEAVE THE SCHOOL DISTRICT?**

A cardholder who leaves employment of the District or is transferred to another site shall return their card to their supervisor. The supervisor is responsible for contacting the Financial Specialist, who will cancel the card. The supervisor will destroy the card

**FORMS\***

Purchasing Card Application–

Purchasing Card Code of Conduct-

Request for Purchasing Card Limit Adjustment

Purchasing Card Missing Receipt Form -

*\*All forms can be found on the S drive: S:\MCPASD\BUSINESS SERVICES\FISCAL SERVICES FORMS\P CARDS*

 **Middleton-Cross Plains Area School District**

 **Purchasing Card Application**

PLEASE CHECK TYPE OF CARD REQUESTED AND COMPLETE ALL INFORMATION AND SIGNATURE REQUIREMENTS FOR THAT TYPE OF CARD**. DO NOT COMPLETE ANY PART OF PAGE 2** **AT THIS TIME**. SUPERVISOR SIGNATURE REQUIRED. SUPERVISOR: FORWARD TO THE P-CARD PROGRAM ADMINISTRATOR WHEN COMPLETE. YOU WILL BE NOTIFIED OF THE STATUS OF YOUR REQUEST.

□ **Employee Assigned Purchasing Card**

***Section 1 – Employee Card; To be completed by requesting staff member:***

Employee name as it would appear on card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s District location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s title / department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s direct phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Default accounting code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* As an applicant, by signing you are acknowledging that you understand the responsibility of a District Purchasing Card and agree to read District Policy 673.1 and the Purchasing Card Procedure Manual prior to issuance of your card. These documents will be supplied to you upon application approval, and prior to card issuance. Training is provided at time of issuance.

***Section 2 – Employee Card; To be completed by requesting staff member’s supervisor:***

Single purchase limit recommended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly total spend limit recommended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee responsible for reconciling transactions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* By signing, you are approving card issuance to this District employee and acknowledge responsibility for overseeing the proper use of the card.

□ **Site Assigned Purchasing Card**

***Section 1 – Site Card; To be completed by requesting site:***

Site/department name for card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site/department District location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee physically responsible for card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee responsible for reconciling transactions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* As an applicant, by signing you are acknowledging that you understand the responsibility of a District Purchasing Card and agree to read District Policy 673.1 and the Purchasing Card Procedure Manual prior to issuance of your card. These documents will be supplied to you upon application approval, and prior to card issuance. Training is provided at time of issuance.

Default accounting code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Section 2 – Site Card; To be completed by requesting site’s principal or supervisor:***

Single purchase limit recommended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly total spend limit recommended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal / Supervisor signature\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

\* By signing, you are approving card issuance to this District employee and acknowledge responsibility for overseeing the proper use of the card.

***~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~***

***Section 3 - To be completed by Fiscal Services for both site and employee cards:***

□ Application Approved □ Application Denied

If denied, brief explanation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Operations Manager: Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Purchasing Card Program Code of Conduct

**Purchases:** Purchasing card purchases should be made so that the District gains the maximum overall value and quality for each purchase.

**Purchasing Card Agreement: T**he issuance of the Purchasing Card is strictly prohibited prior to receipt of this signed agreement from the employee.

**Personal Use of Purchasing Card:** Only authorized business purchases may be completed with the purchasing card and any personal purchases are strictly prohibited.

**Purchasing Card Security:** The Purchasing Card is the property of the District and as such should be retained in a secure location.

**Authorization:** Only the employee to whom the card is issued is authorized to use it. Permitting another employee to use your Purchasing Card is strictly prohibited.

**Bidding and Solicitation:** Purchasing Card purchases assume the same policies for bidding and solicitation as all other purchases. See District Policies and Procedures No. 672.1

**District Policies and Procedures:** Cardholder must adhere to all applicable District policies and procedures as they relate to the Purchasing Card Program.

**Documentation:** All purchases using the Purchasing Card Program must be properly documented and retained. Any altered or forged documentation is strictly prohibited.

**Purchase Restrictions:** The purchases using the unauthorized products, services, or commodities as identified in District Policies and Procedures is strictly prohibited.

**Purchase Limits:** All dollar values purchase limit will be adhered to under the Purchasing Card Program. Any splitting to transactions to avoid authorized limits is strictly prohibited.

**Ordering:** Emailing Purchasing Cards information is prohibited.

**Shipping:** All orders being placed must to be shipped to a MCAPSD location

As a recipient of a Middleton-Cross Plains Area School District Purchasing Card, I understand the responsibility for the protection and proper use of the card as detailed in the District Administrative Policies and Procedures, and the Purchase Card Procedure Manual.

By signing below, I agree that:

1. I have received, read and understand District Policy and Procedure “Purchasing Card Program” No. 673.1 and the Purchasing Card Manual.
2. I also acknowledge that other District Policies and Procedures apply to purchases made to the issued Purchasing Card, and I acknowledge reading and understanding these as well.
3. I have read and understand the Purchasing Card Program Code of Conduct, and all of the information on this page.
4. I understand that non-compliance with the policies and procedures outlined in any applicable District Administrative Policies the cardholder’s privileges and/or other appropriate disciplinary action may be taken: which could include termination of employment.
5. I will report any suspicious or unauthorized transactions immediately to the Financial Specialist.
6. I have received training on the use of my Purchasing Card, including but not limited to; how to access and review transactions in Skyward, what documentation to retain for purchases, how to re-allocate transactions account codes, and who to contact regarding questions or concerns relating to my Purchasing Card.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PURCHASING CARD

# LIMIT / BLOCK ADJUSTMENT REQUEST

**PLEASE READ:**

* Requests must come from or be approved by site or department administrator/supervisor
* E-mail or fax completed form to the Financial Specialist at 608-836-3571or sziegler@mcpasd.k12.wi.us. E-mail approval from administrator/supervisor can be in the form of e-mailing the completed form to supervisor who will then review the request and forward to Stephanie indicating approval.
* Your adjustment will be made immediately if there are no questions or concerns with your request
* You will be contacted promptly when your adjustment has been made or with any questions

### Requestor’s Information

|  |
| --- |
| Today’s Date: |
| Requestor’s Name: Title:  |
| Requestor’s Location/Site: Phone Number: |
| Requestor’s Signature: |
| Administrator/Supervisor Name and Title: |
| Administrator/Supervisor Signature: |

**Card Information**

|  |
| --- |
| Request Type Purchase Limit Merchant Block Lift (list purchase types needed below) |
| Requested Adjustment Temporary Permanent |
| Employee or Site Name as it Appears on Card: |
| Date Adjustment Required: |
| Date Current Limit to be Re-Instated if Temporary Change: |
| Current Limits = Single Purchase: Cumulative Limit: |
| Requested Change = Single Purchase: Cumulative Limit: |
| Reason for Adjustment Request:***\*\*please indicate types of purchases required if requesting a merchant code block lift, so that the correct code(s) can be lifted***: |

#### For Fiscal Services Use

 Approved Denied reason if denied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P-Card Program Admin Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adjustment from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SP CML Date Reversed \_\_\_\_\_\_\_\_

Adjustment from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SP CML Date Reversed \_\_\_\_\_\_\_\_

Merchant Code Lifted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reversed \_\_\_\_\_\_\_\_

  **Purchasing Card**

 **Missing Receipt Form**

**THIS FORM IS FOR PURCHASING CARD TRANSACTIONS ONLY**

 Note: Every effort should be made to obtain an original receipt from the vendor.

 Keep this form with your other Purchasing Card documentation in lieu of original receipt.

**Purchaser and Vendor Information:**

|  |
| --- |
| **Purchaser’s Name**:  |
| **Purchaser’s Location/School**: **Dept**: |
| **Card Used**: □ **Own** (in purchaser’s name) □ **Other**: |
| **Purchase Date:**  |
| **Vendor Name**: |
| **Method of Purchase**: □ **In-Store** □ **Phone** □ **Internet** □ **Other**: |

**Detailed Description of Each Item Purchased:**

|  |
| --- |
| **Description Quantity Unit Price Total Cost** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  **Order Total: $** |

 The District is exempt from sales tax in most instances (tax exempt # ES 41806

**Explanation:**

|  |
| --- |
| **Reason for Missing Receipts**:  |
| □ **Original Receipt Lost** □ **No Receipt Was Given** □ **Other**: |
| **Additional Explanation or Notes**: |

**Purchaser’s Signature**

I attest that the above purchase was made for the benefit of the Middleton-Cross Plains Area School District while conducting official District business. I certify that I have attempted to obtain an original receipt from the vendor.

Cardholder/Purchaser’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Signatures:**

Supervisor/Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_