

Charlotte County Public Schools Procurement Card Manual

Objective

to provide procedures to personnel on the use of District procurement cards

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Limitations on Using the Procurement Card

4. Unauthorized Purchases.

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For more information on what constitutes a split transaction and whether items should be bid, employees should consult the Purchasing department.

Administration of the Card

Cardholder Responsibilities

7. Cardholders have the following responsibilities in procurement card usage and appropriate record keeping procedures.
 - Read and abide by these procedures.
 - Always try to obtain the best possible value for the District with the procurement card.
 - Keep the card in a secure location and keep the card number confidential.
 - Exercise caution in sharing account information.
 - Ensure that state sales tax is not charged when making a purchase. The District's tax-exempt number is printed on the face of the procurement card.
 - Obtain and keep receipts and maintain detailed information for each card transaction. A receipt must be obtained for each purchase or transaction. Receipts are critical to the success and integrity of the procurement card program.
 - Upon receiving the monthly statement in the mail, r

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purchased appear to be legitimate in nature. Failure to routinely verify statements may result in revoking the card and/or disciplinary action.

- Report any questionable purchases to the attention of the principal, department head or the Director of Finance.
- Sign the cardholder statement signifying that it has been verified, as described above.
- Annotate the invoices/receipts with the appropriate general ledger accounts. This processing must be completed in a timely manner that allows the approval process to be completed by the deadline. If the verifier does not have all of the receipts or some transactions are disputed, a memo of explanation should be submb

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Purchasing Department Procurement Card Responsibilities

11. The Director of Purchasing is the individual responsible for administrative and managerial functions associated with the procurement card program, as follows.

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Obtaining a Card

14. **Eligibility.** District leaders who have the responsibility for making purchases on behalf of their schools or departments and have the approval of their principal or department head are eligible for a procurement card. If possible, the cardholder should not be the verifier. Cards may not be issued to independent contractors, temporary or substitute employees, students, or any non-employee.

15. **Application Process.** The Program Administrator will review, approve, and forward a Procurement Card to eligible employees. Independent contractors, temporary or substitute employees, students, or any non-employee are not eligible for a Procurement Card.

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Distributing Charges

19. The charges are distributed in the following manner.
 - a. The cost center/WBS elements will be charged monthly in arrears (~~except June~~) following the expense verification and distribution actions by the department.
 - b. Expenses not distributed by the department before the Finance Department's deadline (one week after statement received) will be charged to the departmental default cost center/WBS element.

Cancelling Cards

20. In the event it is necessary to cancel a procurement card, the cardholder must return the card to the Director of Finance, with an explanation of why it is to be canceled.

The Program Administrator will notify the bank of the cancellation.

21. A procurement card should be canceled if any of the following conditions arise.

- Cardholder suspects the card number has been or may be used without authorization (i.e., stolen). See 25 below.
- Cardholder seldom or never uses the card.
- Cardholder is no longer employed by the District.
- Cardholder goes on leave without pay.
- Cardholder is requested to go on leave without pay.

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- a. For a purchase made in person, return the item directly to the vendor and obtain a credit receipt. Cash refunds are prohibited.
- b. For a purchase by phone, mail, or fax:
 - Contact the vendor for return instructions.
 - Obtain a return reference number from the vendor, e.g., Returned Material Authorization (RMA) or credit number. Note: Some vendors may charge a restocking or handling fee.
- c. On the paper statement where the original charge appears, note the date of the return. Be sure to check subsequent statements to verify that credit was received for the returned item.
- d. For refunds to a canceled card, the school or department should request a credit memo from the vendor for the amount of the refund. The department must send it to the Finance Department to be processed as a refund from the vendor.

Incorrect Charges

- If an item on the monthly statement is incorrect, call the vendor immediately to resolve the disputed charge. If the vendor does not resolve the discrepancy within 30 days, email a dispute to the Program Administrator, the Director of Finance. The bank will issue a temporary credit until the dispute is resolved, usually within 60-90 days. Please address the following issues:
 - i) Be clear and concise. Describe the item you bought and the problem, include serial or model numbers, and the name and location of the seller.
 - ii) State exactly what you want done and how long you are willing to wait for a response. Be reasonable.
 - iii) Don't write an angry, sarcastic, or threatening letter. The person reading your letter probably isn't responsible for the problem, but may be very helpful in resolving it.
 - iv) Include copies of relevant documents like receipts, repair orders, and warranties. Keep the originals.
- Provide your name, address, and phone number. If an account is involved, be sure to include the account number.

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24. Vendors have a right to solve a problem with a purchase within a reasonable period of time. Thus, when either an incorrect or defective item is received, the cardholder must allow the vendor a reasonable amount of time to either replace the product, resolve the service issue, or issue a credit before turning the matter over to the bank.

Lost or Stolen Cards

25. The cardholder should immediately call Bank of America at (888) 449-2273 as soon as he or she realizes the procurement card has been lost or stolen. Representatives are available 24 hours a day.

Note the name of the bank employee who takes the call and the exact time called. Record this information and email to the Program Administrator, the Director of Finance.

Within two days of calling the bank, email the Program Administrator, the Director of Finance of the incident. The bank will block further use of the existing card and issue a new card and account number.

RELATED DISTRICT POLICIES

- 1139.01, Staff Discipline
- 1139.02, Violation of Local, State and/or Federal Laws
- 1140, Suspension or Termination of Administrators
- 1140.01, Disciplinary Suspension Without Pay
- 1210, Code of Ethics
- 6320, Purchasing
- 6423, Use of Purchasing Cards and Credit Cards