

UINTAH SCHOOL DISTRICT PURCHASING CARD PROCEDURES

HOW TO APPLY FOR A PURCHASING CARD

1. Each building/program administrator must approve the purchasing card application for employees at their particular location. Purchasing cards are not necessarily provided to all employees. Assignment is based on need. Cards may be revoked based on changes of assignment or location.
2. It is recommended that you read the policy and procedures section in its entirety before requesting your State of Utah Purchasing Card. It is also required that you attend a cardholder training session. Training sessions will be held periodically, as needed. Please contact Cathy Bilbey for training at ext. 1022.
3. If a violation takes place, or upon termination of employment, whether for retirement, voluntary or involuntary reasons, the employees must immediately surrender the card. The administrator at each location will oversee and facilitate this process. The cardholder and/or building/program administrator will be notified of any violation so needed action can be taken.
4. Building/program administrators will be responsible to set limits on each employee's card according to budget restraints. The maximum limit allowed is \$1,000 per transaction and \$5,000 per billing period.
5. All school district employees requesting a card must fill out an application. The application must be turned into Cathy Bilbey, Purchasing Card Plan Administrator. The card will be mailed to the District Office. The applicant will then be notified so they can pick up their card, receive training, and sign an Agreement to Accept Form before using their card.
6. When the card arrives, sign the back of the card and always keep it in a secure place. Although the card is issued in your name, it is the property of Uintah School District and is only to be used for District purchases as defined in this document.

GENERAL INFORMATION

1. Purchasing cards are good for small purchases of \$1,000 or less (depending on your specific limit). A maximum total of \$5,000 per month may be charged to an individual purchasing card. This may be less depending on your specific limits.
2. Use of the purchasing card is not intended to avoid or bypass appropriate purchasing or payment procedures. Rather, the program complements the existing processes available.
3. Purchasing cards are good for District approved purchases only. Each cardholder agrees not to charge personal purchases.
4. Purchasing Cards are designed to supplement a variety of processes including petty cash, local check writing, low-value authorizations, and small dollar purchase orders. This program has been established for a more efficient, cost-effective method of purchasing and payment for small-dollar transactions.
5. The program is not intended to replace the current travel and entertainment program, and can not be used for reimbursement of travel expenses.
6. Purchasing Cards cannot be used for purchasing a fixed asset. A fixed asset is any item that costs \$2000.00 or more and lasts for more than 5 years, any computer equipment costing \$1000.00 or more and all laptops. Use of a District/School Purchase Order is required under Uintah School District policy.
7. The program can be used for in-store purchases as well as online, mail, e-mail, telephone, and fax orders.

8. You are responsible for the security of your card and the transactions made with the card. The card is issued in your name and it will be assumed that any purchases made with the card will have been made by you. Failure to comply with the guidelines established for this program may result in severe consequences, up to and including termination of employment.
9. Purchasing cards have built-in restrictions. Each card has a limit per transaction and per monthly billing. Also, some supplier's Merchant Category codes have been "blocked" from usage in the program. See "Examples of what Purchasing Cards cannot be used for".
10. The U.S. Bank Purchasing Card Program carries corporate, not individual, liability. Invoices will be paid by the Uintah School District's Accounts Payable Department and you will not be required to pay your Monthly Statement using personal funds. The program does not impact your personal credit rating in any way.
11. If you have any problem with a vendor who won't take the card, or with a change in limit or restriction, or just need information regarding the Purchasing Card call Cathy Bilbey at extension 1022 at the District Office.
12. If your card is lost or stolen it is your responsibility to immediately notify U.S. Bank by telephone. Write down the 800 number on the back of your card and keep it in your file. Once you make contact with U.S Bank please call or email Cathy Bilbey at the District Office. Cathy.bilbey@uintah.net

EXAMPLES OF WHEN THE PURCHASING CARD MAY BE USED

1. Subscriptions, seminars, books, video tapes
2. Office supplies, forms
3. Computer supplies, software
4. Miscellaneous supplies for maintenance

EXAMPLES OF WHEN THE PURCHASING CARD MAY **NOT** BE USED

1. Any item exceeding \$1,000.00 in value.
2. Any merchant, product or service normally considered to be inappropriate use of District funds
3. Travel and entertainment, or travel reimbursement expenses
4. Fuel for automobiles
5. Equipment items considered to be fixed assets under District policy

HOW DOES THE PURCHASING CARD WORK?

1. Call or present your card when making a purchase. Be sure to notify them of your tax exempt status before they ring in the sale.
2. Retain the detailed receipt for reconciliation. When calling an order in by telephone or using email, be sure to have them send a "detailed" receipt. When possible, print out your email orders. Vendors should **not** give you a bill. This might result in double payment.
3. Keep a file of all receipts, bid documents, and Purchasing Card transaction log.
4. Each cardholder will receive a statement identifying all transactions made against the card during the previous billing cycle. The billing cycle starts the 28th of the month and ends on the 27th of the following month. Statements should follow in the mail around the 1st through the 5th. The statement will be mailed to the address identified on your application. The statement must then be reconciled against your retained receipts and then submitted to the school/program secretary for signatures. The

school/program secretary will then submit it to the Purchasing Card Plan Administrator for payment.

THE PURCHASING CARD TRANSACTION LOG

(See example of Form at the end of this section)

1. The Purchasing Card Transaction Log becomes a summary record of information about the transactions made on your card. The form is simple, easy to use, and will require a minimum amount of time to maintain.
2. If you have obtained price quotations please attach the documentation to the Log.
3. Individual receipts typically itemize merchandise purchased. This provides a record of purchases enabling you to reconcile your monthly statement. In addition, the receipts retained in conjunction with the log provide the documentation necessary for an audit. **Always obtain a receipt when using the Purchasing Card.** The card holder may be held responsible for payments if receipt documentation is not attached.
4. The log record must include the date of the transaction, the name of the supplier, the merchandise purchased (i.e.; supplies, textbooks, incentives, etc.), total dollar value of the sale and the budget # to be charged. A separate line item is required for each purchase. If you are using the same budget number on several purchases, use the "grand total by budget" column to summarize the total of all receipts being charged to that particular budget. Write the total in the grand total column next to the budget number it corresponds with.
5. This log must reconcile with your monthly statement. Amounts in the grand total column **must** equal the total amount on your monthly statement. The original log must be signed by the school/program administrator to indicate approval and review. Original documents will be retained by the Purchasing Card Plan Administrator and stored in accordance with District policy.
6. Logs should be submitted to your school/program secretary within five working days following receipt of your monthly statement. Each month an email reminder will be sent out with the exact date logs are due. All bid documents and *original* detailed receipts must be stapled to the log. All signatures, budget numbers, etc. must be filled in prior to submitting the log to your school/program secretary. All logs are then compiled by the school/program secretary and forwarded to Sammi at the District Office.
7. If logs are not turned in each month, on or before the due date specified by the plan administrator, all charges will come out of school funds. An email will be sent to the cardholder and their supervisor showing the amount owed. The school secretary will then remit the proper amount to cover the charges with a school check.
8. With over 400 logs coming in each month we would appreciate it if the logs were organized horizontally in the following manner:
 - a. The log on top
 - b. The statement **behind** the log
 - c. The receipts behind the statement in the order they are listed on the log
 - d. The log is filled out completely or an explanation attached
 - e. Budget numbers checked to make sure they are valid