

# Purchasing Card Procedure

## I. Overview

Alpine School District has implemented the US Bank Visa Purchasing Card Program to facilitate the purchase and payment of low cost goods and services. The main purpose of this program is to establish a more efficient, cost-effective method of purchasing items for District programs and activities. Purchasing Cards are a privilege and facilitate acquisition of goods for the organization. Purchasing Cards must only be issued to employees who have the recurrent need to make purchases, and have a history of complying with all purchasing and financial policies. Check out cards are available for employees and volunteers who do not have the need to make recurrent purchases. The approvals of the site supervisor, site administrator, and the program administrator are required for the issue of any card. All prospective cardholders must sign the Purchasing Card Agreement annually prior to a card being issued.

The Alpine School District Director of Purchasing is responsible for administering the program for the District. The US Bank Visa Purchasing Card is similar to any other Visa Card, except that all statements must be paid off monthly. It includes controls to make it functional for large organizations. These controls ensure that the card can be used only for specific commodity purchases and vendor types within specific dollar limits. ***Improper card use may result in card cancellation and disciplinary action, which could result in termination of employment and/or criminal prosecution!***

Each school or department using the program will be responsible for its implementation and procedures used to control the use of the Purchasing Cards. The school or department must ensure that all District purchasing and financial guidelines are adhered to. ***Using the Purchasing Card does not supplant any of the policies required to make purchases with District Funds.***

If a card user repeatedly fails to follow District purchasing and financial guidelines, school and site administrators are encouraged to pull or inactivate Purchasing Cards. Examples of reasons to pull or inactivate Purchasing Cards include: missing receipts, payment of sales tax, failure to reconcile disbursements, missing invoices, untimely submission of documents, purchases of single items over \$1,000 each without a Bid Authorization Form, no written explanation of exceptions, attempts to undermine purchase limits (split purchases to stay under limits), etc. An audit exception will be noted when repeated incidents of non-compliance occur and a card is not pulled. All audit exceptions require a corrective action plan and are provided to the school administrator and Board Audit Committee.

The program is designed to supplement a variety of purchasing and payment processes including: petty cash, check writing, and school/department purchase orders. The Purchasing Card is used much like a normal credit card. The cardholder will present the card with the merchandise to the vendor. After totaling the merchandise, the vendor will process the card through their electronic terminal to obtain approval. The bank will verify the card number and spending controls on the card. The cardholder will then be given the merchandise along with the sales and credit card slip. The vendor will then be paid by the bank for their credit card activity. The Purchasing Department will load the Purchase Card Statement into the Alio Financial System around the 21st of each month. The Purchasing Department will then notify the financial secretary through email the statements are ready to be printed. The Purchase Card Statements have an option to be displayed and/or printed if needed in the future. The Purchase Card Statements must be reviewed, reconciled, and approved by the cardholder's site administrator. The District will issue one check each month for all Purchasing Card activity.

## Acceptable and Unacceptable Purchasing Card Uses

\*Using the Purchasing Card does not supplant any of the policies required to make purchases with District funds.

### The following are some of the acceptable uses.

- BUILDING, MAINTENANCE SUPPLIES within purchasing dollar limits
- COMPUTER SOFTWARE for a **SINGLE WORKSTATION** (MS Office, Adobe, Iwork, Ilife)
- COMPUTER HARDWARE for a **SINGLE WORKSTATION** (Mouse, Keyboard)
- EDUCATIONAL SUPPLIES
- ELECTRICAL AND SAFETY SUPPLIES
- MEALS purchased FOR TRAVELING STUDENT GROUPS - **EMPLOYEES MUST FOLLOW PER DIEM TRAVEL GUIDELINES**
- OFFICE SUPPLIES
- PRINTERS from the APPROVED TECHNOLOGY LIST (HP, Okidata, Xerox)
- PRINTER - INKJET as long as the user **DOESN'T** have **BLUE TOOTH OR WIRELESS ENABLED**
- SCANNERS
- SCHOOL SUPPLIES, BOOKS, VIDEO TAPES
- SMALL TOOLS
- SUBSCRIPTIONS, SEMINARS, DUES
- PROPANE FOR EQUIPMENT (State Fuel Card will no longer allow purchase of propane)

\* *Check with Purchasing to see if there are contracts that would provide better pricing.*

### The following are some of the unacceptable uses

- 1099 EXPENDITURES - (i.e., REFEREES, POLICE SUPERVISION)
- Any item exceeding your budget or card limit (You are personally responsible for overages.)
- Any merchant, product or service reasonably considered an inappropriate use of District Funds
- Any COMPUTER EQUIPMENT that is NOT on the approved Technology list; i.e. ROUTERS, HUBS, SWITCHES, WIRELESS ACCESS POINTS, NETWORK CABLES, MEMORY, HARD DRIVES (INTERNAL OR EXTERNAL,) OPTICAL DRIVES, CD, DVD. **Anything that plugs into the District Network!**
- ATM MACHINES
- CASH ADVANCES
- CASH CARDS for the purpose of purchasing supplies, services or equipment
- COMPUTERS - **MUST HAVE WRITTEN APPROVAL FROM PURCHASING OR TECHNOLOGY DEPARTMENT**
- COMPUTER SOFTWARE for multiple computers or a server
- FUEL - Instate purchases of gasoline and diesel fuel for vehicles and equipment (State Fuel Cards should be used for gasoline and diesel)
- GIFT CARDS (Please reference Employee Gifts and Awards Guidelines)
- MEALS COVERED BY PER DIEM - TRAVEL REIMBURSEMENT (Employee meals)
- ANY MEALS OVER THE AMOUNTS SPECIFIED IN THE PER DIEM INSTRUCTIONS
- SOFTWARE - **MUST HAVE WRITTEN APPROVAL FROM PURCHASING OR TECHNOLOGY DEPARTMENT**
- UNAUTHORIZED TRAVEL
- UTAH STATE SALES TAX (You are personally responsible for all Utah State Sales Tax charged to your card.)
- PERSONAL USE

### Built-in Card Restrictions

## **Vendor Types**

Some vendors Merchant Category Code's (MCC's) have been "blocked" from usage in the program. If you present your card to any of these vendors, the transaction will be denied. If you are denied and feel the denial should not have occurred, call the 800 number on your card (press the star [\*] on your telephone after the recorded message begins to go directly to a customer service representative.) US Bank Customer Service will determine if you were denied because of merchant blocking or exceeding the monthly credit limit or single purchase limit imposed on your card.

## **Cardholder Monthly Spending Limit**

This limit is the maximum dollar amount authorized for a cardholder within a 30-day period. It is replenished automatically the day after the billing date. This amount may be set lower or higher by your site supervisor and approval by the Purchasing Director.

## **Cardholder Single Purchase Limit**

This limit restricts the amount of any single purchase. It can be comprised of single or multiple items purchased at one time from a single supplier. Purchasing limits may be set anywhere from \$100 to \$1000 for most employees. The site administrator may request higher limits for Financial Secretaries, Administrators and other staff with special purchasing needs. The Purchasing Director is the final approval authority.

## **Monthly Reconciliation**

Receipts and/or invoices must be reconciled monthly with the Purchase Card statement. The cardholder is responsible for resolving all discrepancies. After the Purchase Card Statement has been reviewed and any adjustments made, it should be signed certifying that all purchases have been made in accordance with District policy, and returned to the site supervisor along with all required documentation.

## **Audit**

Periodically, Purchasing Card activity will be audited. The site supervisor must have billing statements, with attached documentation (detailed receipts, invoices, order forms, etc.) for all cardholders in their operating unit, on file. The auditor will review card usage to ensure proper controls and procedures are followed. The unauthorized use or careless use and control of Purchasing Cards may cause the Purchasing Card privilege to be revoked.

## **II. School or Department Purchasing Card Administration**

Each school or department is responsible for implementing and administering the program at their site. Each site will determine whom cards are issued to, and how the cards will be used. The Purchasing Card **“Site Supervisor”** (Financial or Department Secretary), and **“Site Administrator”** (Principal or Department Administrator) must oversee the use of all cards at their site. Cards will be issued three different ways:

1. Issue the card to the employee in his or her name. The employee keeps the card and has total responsibility for its use.
2. Issue the card to the employee in his or her name, but the site supervisor keeps the card secured and makes it available to the cardholder as needed.
3. Issue a card(s) in the school's name that can be checked out and used by various employees and volunteers. The

card will be controlled by the site supervisor. The site supervisor will keep a log documenting who uses the card and the period of time each user had responsibility for the card. The employee will be responsible for returning the card, receipts or invoices, and any approval authorizations to the site supervisor within 24 hours unless prior arrangements have been made. The cardholder is responsible for all purchases charged to a card while it is checked out to them. Before the card is checked out, the site supervisor is responsible for reviewing the employee's budget to ensure that funds are available.

Cards are to be used by Alpine School District employees and authorized volunteers only. The school/location is required to have a current signed Purchasing Card Agreement on file for anyone using a district issued Purchasing Card.

Each site is responsible for setting up controls and procedures to ensure the following:

- Card limits have been established
- Card security is maintained
- Necessary logs are kept
- Receipts, invoices, approvals, etc., for all purchases are kept on file for five (5) years
- All Purchase Card Statements are approved and reconciled
- District purchasing procedures are followed

### III. Cardholder Responsibilities

1. If you are issued a card in your own name, sign the back immediately and always keep it in a secure place! Even though the card is issued in your name, it is the property of Alpine School District, and is only to be used for authorized District purchases. We recommend that District Purchasing Cards **not** be kept with personal credit cards to minimize the exposure of using the District Purchasing Card for personal use.
2. If you terminate or transfer to a different location/department the card must be returned to the site supervisor of that site. It will then be determined by the Site Administrator of the new location if a Purchasing Card will be issued for that location/department.
3. **Immediately** notify US Bank Customer Service and the District Purchasing Card Administrator at 801-610-8043 or District Purchasing Card Technician at 801-610-8042 if your card is lost or stolen or you suspect fraudulent use. Customer Service representatives are available at US Bank 24 hours a day, 365 days a year at 1-800-344-5696. The phone number to report possible fraudulent charges is 1-800-523-9078.
4. A renewal card will be delivered via District mail to cardholders four (4) years from the issue date, and every four (4) years thereafter, for the term of the program.
5. You should be aware of dispute procedures. It is the cardholder's responsibility to resolve any disputes. Instances that may prompt a dispute are: goods lost in transit, charges posted incorrectly, merchandise returned, damaged merchandise, incorrect item received, or incorrect quantity. You should dispute an unauthorized charge that is posted on your monthly Purchase Card Statement. Try to resolve the problem with the vendor first. If you disagree with a charge and have **not been able to resolve it with the vendor**, Visa regulations require that you notify US Bank, in writing, within **sixty (60) days** after the statement date. A sample Purchasing Card Dispute

Form, with address and fax number follows. A copy of the dispute form should also be attached to the billing statement and the item on the billing should be highlighted. Disputes will then be resolved by US Bank within ninety (90) days. If a dispute is not identified in writing to US Bank within sixty (60) days of the statement date, the issue must be resolved between the school/department and the vendor.

6. When your card is denied, call US Bank Customer Service at 1-800-344-5696 while still at the vendor. If the denial is due to a blocked code or a charge exceeding the single transaction limit or the monthly limit, contact your site supervisor. With proper approval, US Bank can authorize the transaction.
7. The Purchasing Card Log is an ongoing record of your Purchasing Card activity. Who maintains the log is at the discretion of the school/department. A sample Purchasing Card Log follows.
8. You are responsible for ensuring all required approvals are obtained before the purchase is made. The approvals must be attached to the invoice/receipt.
9. Before a Purchasing Card is issued, the school or department must establish a budget. If a liability account is established, it must have a positive balance. The financial secretary at your location can provide you with this information.
10. The cardholder must adhere to the rules that the operating unit has setup for Purchasing Card activity. It is suggested that periodically the location site supervisor attach a list of cardholder responsibilities to each Alio Purchase Card Statement.
11. Cardholders are responsible for staying within their budget(s) or liability account balance. Approval for each purchase is not required since the budget or account balance is the prior authorization mechanism unless it is a special purchase requiring District approval. By referring to each Purchasing Card Statement, open purchase card invoices and actual reports, each cardholder can review their expenditure status without involving the financial secretary.
12. It is the Site Supervisor's responsibility to send the Alio Purchase Card Statement to the cardholder the first workday following the 21<sup>th</sup> of each month. Some schools have assigned assistant principals to oversee groups of cardholders. All documentation must be returned to the site supervisor by the fourth (4<sup>th</sup>) workday following the 21<sup>st</sup> of the month. All Purchasing Card transaction must be updated and verified by 5:00pm on the last working day of the month.
13. The cardholder must ensure all purchase documentation (receipt, invoice, order form, registration forms, bids authorization form, etc.) is securely attached to the Alio billing statement. If necessary, put the documentation in an envelope and attach the envelope to the Alio Purchase Card Statement. Missing documentation or other audit exceptions must be noted with an explanation which must be approved by the site administrator or the cardholder's supervisor and attached to the Alio Purchasing Card Statement. *When the cardholder makes a purchase over the telephone or by mail, direct the merchant to include the following information on the shipping label and packing list to ensure delivery:*

*Your name and telephone number*

*Complete delivery address*

*Your District (5-digit) Purchasing Card Number and "VISA"*

*The merchant's order number*

When reconciling the cardholder's Alio Purchase Card Statement follow the procedure below:

- "Check mark" the line item on the "Purchase Card Statement" indicating the documentation is attached. If the documentation is missing note the exception.
  - "Check mark" the documentation matches the line item. This indicates you have reviewed and approved the documentation and that this item has cleared for the month. Unchecked items go back into the file for next month.
14. The cardholder must note any changes in account numbers or note the new account description on the "Purchase Card Statement."
  15. The cardholder must attach prior authorization documentation to the Alio Purchase Card Statement for activity greater than their budget, items charged to accounts not under the cardholder's control or activity requiring special district approval. (i.e. Dept. Chairman, CTE, Special Education, etc.) Single item purchases over \$1000 each, or multiple items less than \$1000 each but the total purchase is more than \$5000, must have purchasing authorization documentation attached to the ALIO Purchase Card Statements.
  16. Normally most vendors charge sales tax. It is the responsibility of the cardholder to inform the vendor of the District's nontaxable tax status for each purchase. The Purchasing Card is labeled as exempt from sales tax. If the vendor charges sales tax in error, the card user is liable. Contact the vendor to remove the sales tax from the receipt, or personally pay the sales tax to the school or department. If the sales tax is paid to the school/department, the receipt from the school/department must be attached to the purchase documentation.
  17. The cardholder will not lend their Purchasing Card to anyone. The site administrator or site supervisor has Purchasing Cards that can be checked out by non cardholders. Reference Section II.3 and IV.2.
  18. The cardholder must sign all receipts and/ or the Purchase Card Statement and obtain any special approvals required by the operating unit. **By signing receipts and/or the statement, the cardholder is certifying that the purchases are made in accordance with District Policy. It is against District Policy to split purchases in order to stay under the \$1000 limit requiring bids, or to bypass the per purchase card limit. If this is done, the cardholder may be subject to disciplinary action.**
  19. Keep a copy of the "Purchase Card Statement" for your file. This will be the cardholder's only detail record.
  20. All audit exceptions should be resolved by the cardholder and his/her supervisor or the site administrator. The District will notify in writing the Purchasing Card holder or card user and their principal of any audit exceptions that have not been reviewed and approved. The cardholder must respond in writing regarding resolving the audit exception. The response must be approved and initialed by the site administrator. If audit exceptions have not been corrected, the card privileges may be removed. This may be done jointly by the site administrator and the District.

#### **IV. User Responsibilities for Non Cardholders and Volunteer**

1. The card user must comply with the District Purchasing Policy. **It is against District Policy to split purchases in order to stay under the \$1000 limit requiring bids or to bypass the per purchase card limit. The cardholder will be subject to disciplinary action for all infractions.**
2. The user **will not** under any circumstance borrow a Purchasing Card from a cardholder. The site administrator or site supervisor has Purchasing Cards that can be checked out. A log should be kept by the site supervisor of all card(s) that are checked in and out. It is the responsibility of the site administrator to ensure the user has signed the Purchase Card Agreement and the budget for that purchase and it has been properly authorized. The user must sign the purchase documentation verifying the purchase.
3. The card user must sign the Purchase Card Log indicating the in and out times for the card. The Purchasing Card must be returned to the site supervisor with 24 hours of checkout unless prior arrangements have been made.
4. The card user is responsible for staying within their budget or funds that have been allocated to them. The user may wish to keep a log of their activity to ensure they stay within their budget or fund limits. The card user is responsible for all purchases charged to a card while it is checked out to them.
5. The card user must return the purchase documentation (receipts, invoices, sales slips, etc.) along with the Purchasing Card to the site supervisor. The purchase documentation must be signed by the user and the account to be charged indicated on the documentation. If the receipt or invoice is not signed, a copy of the purchase request or other documentation must be attached to the receipt or invoice indicating who made the purchase. Missing documentation must be noted with an explanation which must be approved by the site administrator or the user's supervisor and attached to the Alio Purchase Card Statement. It is the card user who is responsible for obtaining all approvals.
6. Normally most vendors charge sales tax. It is the responsibility of the card user to inform the vendor of the District's nontaxable tax status for each purchase. The Purchasing Card is labeled as exempt from sales tax. If the vendor charges sales tax in error, the card user is liable. Contact the vendor to remove the sales tax from the receipt, or personally pay the sales tax to the school/department. If the sales tax is paid to the school/department, the receipt should be to the account that the tax was charged to. The receipt must be attached to the purchase documentation.

#### **V. Site Supervisor's Responsibilities**

1. It is the responsibility of the site supervisor to maintain a list of all cardholders, along with a signed current fiscal year Purchase Card Agreement, for anyone at their location using a district issued Purchasing Card. When a new card is issued, the site supervisor will complete all documentation and obtain all required signatures prior to forwarding to the District Purchasing Technician for set up in the Alio Purchase Card System. It is suggested that a single purchasing card transaction limit be set between \$100 and \$1000 by the site administrator. The cardholder's address will be the school or department address.

2. If the site supervisor physically controls the Purchasing Card (s) or purchase documentation or reconciles the Alio Purchase Card Statement, they assume some of the cardholder's responsibility. They are then responsible for ensuring all rules and procedures are followed. They must sign the Alio Purchase Card Statement. The site supervisor must have the cardholder, in this circumstance, sign the purchase documentation and indicate the account number to be charged. Audit exceptions will be addressed to the cardholder and the site supervisor in this instance. The audit response must be signed by the cardholder, site supervisor or the site administrator.

3. It is recommended each site have several Purchasing Cards that can be checked out to employees and volunteers who do not have cards. These cards are in the name of the school. A log must be kept when the cards are checked out and returned. After each purchase, the card user must sign the purchase documentation and indicate the account number to be charged and return the card along with all documentation (detailed receipt, invoice, sales slip, etc.) to the site supervisor. In this instance, audit exceptions will be addressed to the card user, not the cardholder. The audit response must be signed by the card user and the site administrator.

4. Notify all Purchasing Card holders of the Alio Purchase Card Statement which needs to be picked up, reconciled and returned by the fourth (4<sup>th</sup>) workday following the 21st of the month. Periodically attach a list of cardholder responsibilities to the Alio Purchase Card Statement.

5. Attach the bank billing statement to the Alio Purchase Card Statement as they are returned from the cardholders and verify the totals.

6. The site supervisor reviews all ALIO Purchase Card Statements returned for posting. **All problems (missing receipts, sales tax payments, personal purchases, missing approvals, etc.) must be noted and recorded in the comment field for that transaction. Failure to do so will result in an audit write up.** The site supervisor will then update account numbers in ALIO as per the Purchase Card Statements received from cardholders. Account numbers used will be determined through either the budgeting process or the Site Administrator.

7. If the purchase item is charged to an account requiring special District approval, the product description for that item must be entered in the comment field in ALIO. The site supervisor reviews the purchase documentation to help ensure the purchases are valid and a good description is entered into the system. If there are any questions, the site supervisor should contact the District approving authority. All purchases not approved by the District will be charged back to the location based on the default account number established in the Alio Purchasing Card Program.

8. After ALIO is updated, the site supervisor must print a Transaction Edit report showing all Purchasing Card activity for the month. The site supervisor must list all infractions and other comments which may be helpful for the Site Administrator or District Auditor reviewing the report.

9. The Site Administrator must review and sign the Transaction Edit Report.

10. A copy of the signed Transaction Edit Report must be sent to the Business Service Department.

11. All Purchasing Card activity must be filed by month in Purchasing Card sequence.

12. If an exception has been resolved by the time the report is sent to the District, the exception can be crossed out.

13. Sales tax payments are appropriate if it is for Sunshine Fund activity.

14. All purchasing card activity not updated and verified by a location will be force closed automatically by the Purchasing Department the first (1<sup>st</sup>) work day of the month and charged to the default account assigned. All card activity for that location will be posted together.

## VI. Site Administrator's Responsibilities

1. Review and sign the monthly Transaction Edit Report for their location.

2. All audit exceptions reported on the Transaction Edit Report must be reviewed. For example: missing receipts, missing approvals, missing deadlines, sales tax payments, etc. The Business Services Department will send a letter to the cardholder or card user copying the site administrator for all audit exceptions not reviewed and approved.

3. It is recommended that the principal for secondary schools assign the assistant principal the responsibility of reviewing and monitoring purchase cardholder's activity in their area of responsibility. It is suggested that they should also sign the ALIO Purchase Card Statement indicating the activity has been reviewed. This will provide excellent financial training for assistant principals.

4. Take disciplinary action with neglectful cardholders. If audit exceptions have not been corrected, the card privileges may be removed by the site administrator.

5. Review monthly with the Financial Secretary and staff the school's budget/actual comparisons and Purchasing Card usage.

6. Establish budgets for all cardholders.

7. When an assistant principal is available, it is recommended they review and sign the site administrator's ALIO Purchase Card Statement.

## VII. Assistant Principal's or Coordinator's Responsibilities

Listed below are the responsibilities of assistant principals or site coordinators who have been assigned by the principal to help review and monitor purchase cardholder activity.

1. Collect cardholder ALIO Purchase Card Statements which they have been assigned to monitor.

2. Review cardholder activity for compliance with the District purchasing policy and purchase cardholder responsibilities. **It is against District Policy to split purchases in order to stay under the \$1000 limit requiring bids or to bypass the single purchase limit. The cardholder may be subject to disciplinary action for all infractions.**

3. Follow up on all exceptions noted in the review and indicate what action has been taken on the ALIO Purchase

Card Statement.

4. Compare activity to cardholder budgets to help ensure purchases are within budget limits.
5. Sign and date the ALIO Purchase Card Statement indicating the review has been completed.
6. Maintain a log if the assistant principal or site coordinator is controlling the use of the Purchasing Card. The card user must sign the card log indicating the time the card was checked out and back in.
7. All documentation must be forwarded to the site supervisor by the fourth (4<sup>th</sup>) workday following the 21<sup>st</sup> of the month.
8. When an assistant principal is available, it is recommended they review and sign the site administrator's ALIO Purchase Card Statement.

### **VIII. District Responsibilities**

#### **Purchasing**

1. Administer the program.
2. Provide initial training materials for District Purchasing Card users.
3. Review and approve Purchasing Card applications, card limits, and vendor code changes.
4. Record card limits, vendor code changes, and lost card activity.
5. Download the ALIO Purchase Card File and notify Site Supervisors when the statements are ready to print.
6. Force close and post Purchasing Card activity which has not been updated or verified prior to the upcoming Purchasing Card download from the Bank.

#### **Accounts Payable**

1. Process the full payment amount of the monthly Purchase Card download within 3 days of notification from the bank the file is available.

#### **Misc. District Staff**

Review special reports generated by the Purchase Card system for their post approval.

#### **District Auditor**

1. Review Purchasing Card activity that was posted by Accounts Payable.
2. Review ALIO Purchase Card Statements and Transaction Maintenance reports.
3. Notify purchase cardholder, card user and site administrator of any audit exceptions that have not been reviewed

and approved. The cardholder must respond in writing to the District for all audit exceptions reported. The letter must be signed by the cardholder and the site administrator. If audit exceptions have not been corrected, the card privileges may be revoked, this may be done jointly by the site administrator and the District.

4. Maintain a log of all audit discrepancies.
5. Provide follow up training for District personnel.
6. Prepare a summary report of exceptions for the Business Administrator

Choose One:  
 ASD Employee  
 Volunteer

Bank ID # \_\_\_\_\_

Card # \_\_\_\_\_

## Alpine School District Purchasing Card Application

### Applicant Information

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Default Account # \_\_\_\_\_

Purchasing Card Agreement on the reverse side of this application must be read, signed, and dated by Applicant.

\_\_\_\_\_ **To Be Completed By Site Administrator** \_\_\_\_\_

Site Transaction Limit \$ \_\_\_\_\_ Monthly Limit \$ \_\_\_\_\_

Food

Travel

Special Instructions / Variations from Standard Vendor Restrictions:

\_\_\_\_\_  
\_\_\_\_\_

Site Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

Site Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ **To Be Completed By Purchasing** \_\_\_\_\_

PCard Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

Deactivation Date \_\_\_\_\_ Purchasing Department Signature \_\_\_\_\_

## **\*PURCHASING CARD AGREEMENT \***

I, the undersigned, hereby make application for the use of an Alpine School District Purchasing Card, and agree to abide by the terms and conditions relative to my employment responsibilities.

1. I agree to follow the Required Approval/Purchasing Process Guidelines as outlined in the ASD Procedures Manual. (Accts. Pay/Purch. – pg. 4)
2. I acknowledge and agree to abide by the Purchasing Card limitations which include the type of products which may be purchased. (Purchasing Card Manual, pg. 2, “Acceptable and Unacceptable Purchasing Card Uses”)
3. I agree to voluntarily surrender my rights to use a Purchasing Card if charges exceed the spending limits and product restrictions associated with the card, or if I use the card in violation of the Utah State Ethics Code. (Utah Code Annotated 67-16-1997)
4. I am personally responsible for all unauthorized charges made with the Purchasing Card issued to me, or checked out and in my care. Any unauthorized expenditures which remain unresolved in excess of ninety (90) days shall become subject to collection by the District.
5. I understand the District reserves the right to exercise card cancellation, wage garnishment, disciplinary action, termination of employment and/or criminal prosecution as a remedy for flagrant, excessive or unauthorized use of the Purchasing Card, or for violation of the terms of this agreement.
6. I understand the Purchasing Card is District property. If a card is issued in my name, I may be periodically required to comply with control procedures designed to protect District assets. This may include being questioned regarding purchases, or to produce the Purchasing Card to validate its existence and account number.
7. If a Purchasing Card is checked out and in my care, I will fill out a “*Request to Purchase*” form, if appropriate, and have it signed by the principal or designee prior to the purchase.
8. If a Purchasing Card is checked out in my care, I agree to return the Purchasing Card and all receipts/invoices to the Site Supervisor within 24 hours unless prior arrangements have been made. (A telephone confirmation number will not be accepted as sales receipt.)
9. I understand, if a Purchasing Card is issued in my name, I will receive a monthly reconciliation. It is my responsibility to reconcile the statement and return all required documentation to my Site Supervisor within a timely manner.
10. I understand it is my responsibility to resolve any disputes resulting from my purchases. I will make sure the appropriate credit is given/received on all items returned.
11. I will not pay sales tax for school supplies or services. If sales tax is charged, I may take the Purchasing Card back to the vendor and have the sales tax removed, or pay for the sales tax from personal funds. If a purchase is made for the Faculty Sunshine program, I will pay the appropriate sales tax.
12. If the Purchasing Card is lost or stolen, I will immediately notify US Bank at (1-800-344-5696). I will also notify my Site Supervisor and the District Purchasing Department as soon as possible.
13. Upon termination of employment from the District, I agree to surrender the Purchasing Card to Alpine School District, and surrender all privileges associated with the card.
14. I have read the ‘Alpine School District Purchasing Card Training Manual’. I understand and will comply with all policies and procedures contained in the manual and this agreement.

APPLICANT NAME (Please Print)\_\_\_\_\_

APPLICANT'S SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_

Revised 9/11/15

## Purchasing Card Dispute Form

To: U.S. Bank  
Attn. Disputes  
P.O. Box 6343  
Fargo, ND 58125-6343  
Phone: 1-800-344-5696  
Fax: Attn. Disputes 1-866-229-9625

School / Unit Name:

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

Name: \_\_\_\_\_ Card Number:

Note: Contact the merchant before submitting this form. Include the name of the person with whom you discussed this matter and their response.

Name of Purchaser:

Date of Transaction:

Merchant's Name:

Reference Number:

Dollar amount of Transaction:

### Please check one of the following:

- Credit not posted (enclosed copy of credit voucher or return merchandise receipt)
- Duplicate posting
- Erroneous amount (provide supporting documentation indicating a correct amount)
- Erroneous charge (include phrases "neither made nor authorized" and "Purchasing Card in my possession at all times" in explanation)
- Other

**Dispute Explanation:** (include all contact with merchant and merchant's response) \_\_\_\_\_

**Site Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_




**ALPINE SCHOOL DISTRICT  
MISSING RECEIPT FORM**

**This form is to be used as documentation if the actual itemized detailed receipt, invoice, packing list or internet order screen print is unavailable for a transaction made on the Purchasing Card. It will be allowed only as a rare circumstance. It must be filled out COMPLETELY and then signed by the Site Administrator. Retain this form in place of the missing receipt.**

*Why is the original itemized detailed receipt, invoice or other appropriate substitute missing?	
*Site Administrator Signature of Approval: _____	Date: _____
*Authorized Signature Approval: _____	
Print Name: _____	Date: _____

*Description	*Purpose	Cost
Order Total \$		_____
Alpine School District is <u>exempt from state tax</u> in most instances. Tax exempt # 11882990-016-STC		

*Supplier Name	_____
Phone Number	_____

<b>Supplier's City and State</b>	
<b>*Date order placed</b>	
<b>*Placed by</b>	
<b>Order placed with (name of supplier's representative)</b>	

**\*Required Information**