

673 PURCHASING CARD PROGRAM

Introduction and Purpose

A Purchasing Card Program has been established to provide a more cost-effective means of placing and processing designated types of District purchases. The Purchasing Card Program delegates the authority and capability of placing these purchases directly to designated cardholders.

This policy is intended to provide general guidelines for using the Purchasing Card Program. For detailed information on implementing these policies, see the Purchasing Card Procedure Manual. Questions regarding this policy may be directed to the Business Manager.

Definition of Terms in this Policy

- The term “card” refers to a District issued Purchasing Card.
- The term “cardholder” refers to the employee whose name is embossed on the front of the card. In the case of a site assigned card, “cardholder” refers to the site supervisor or their designee.
- The term “Business Manager” refers to the District Purchasing Card Program Administrator. “Program” refers to the District’s Purchasing Card Program.

Responsibilities Overview

The Cardholder responsibilities include, but are not limited to:

1. Securing the physical card and card information (i.e.: card number and security code)
2. Obtaining and retaining proper documentation of card transactions and usage
3. Reviewing, reconciling and ensuring correct accounting codes for transactions
4. Following up with vendors for returns
5. Notifying the Business Manager of suspected fraudulent charges and lost or stolen cards
6. Complying with all other applicable District policies and procedures.

The Business Manager is directly responsible for managing the Program, including, but not limited to:

1. Updating policies, procedures, and manuals for the Purchasing Card Program
2. Performing audits of card usage and transactions
3. Processing new card applications and closing or suspending cards
4. Making adjustments and changes to card blocks, limits, and other card information
5. Retaining documentation of all card applications, changes, and related information
6. Retaining documentation of posting period audits, transactions, and related information
7. Program training for District staff

8. Final approval for designated cardholders

The District Administrator is responsible for, but not limited to:

1. Overseeing the Purchasing Card Program
2. Approving cardholder applications, adjustments, and changes to card blocks and limits

Ethics

Purchases will reflect the best available value for the District and will be restricted to only those necessary for District purposes. It is the responsibility of every card user to meet these expectations.

Suppliers and vendors are an extension of our District resources. All District personnel are expected to maintain professional, considerate relationships and communications with District suppliers and vendors.

Types of Purchasing Cards

1. Individual cards are embossed with a single cardholder's name and are to be signed by that staff member. The name embossed on the card is the only individual authorized to use this card. A cardholder may not lend their card to anyone else. With the appropriate approval, the cardholder may make purchases *on behalf* of another staff member.
2. Site-assigned cards are embossed with the name of a location or department; such as a school name or specific department within one or more schools. Site assigned cards are the responsibility of the supervisor of the department. Any member of the site in which the card is embossed who has purchasing privileges may request the card to make District related purchases. A site-assigned card will have "Request District ID" written in the signature line on the back of the card.

Requesting and the Issuance of Purchasing Cards

1. Supervisors may recommend personnel to become cardholders by completing a "Purchasing Card Application" and submitting it to the Business Manager for approval.
2. The District Administrator will review all applications
3. The Business Manager will provide training for approved applicants before card(s) are issued.
4. Prior to receiving the Purchasing Card, approved applicant(s) will sign and review the "Purchasing Card Program Code of Conduct Form" agreeing to cardholder responsibilities.

Unauthorized Purchases

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 “Expense and Mileage Reimbursement Form” Monthly Travel and Expense Report form. If business travel is done in a District-owned vehicle, fuel may be purchased using a Purchasing Card.

Purchase Limits, Restrictions, and Blocks

1. Cash advances are permanently blocked on all cards. The District Administrator may approve special circumstances.
2. Purchases over the monthly cumulative or single purchase limits set on the card will be declined by the vendor. Spending Limits are established by the Business Manager and District Administrator and take into consideration cardholder job responsibilities, along with types and frequency of purchases.
3. Merchant categories. for certain vendors or vendor types are blocked. Special circumstances may be approved by the District Administrator.

Requesting a Change to a Purchase Limit or Merchant Block

1. Spending limits and merchant blocks can be temporarily or permanently changed with the approval of the cardholder's supervisor and the District Administrator.

Placing Orders

1. Cardholders will keep card information secure at all times.
2. Cardholder will inform vendor prior to purchase that the District is Tax Exempt. The tax exempt number is embossed on the front of the card. If required, Tax Exempt certificate copies are available by contacting the Business Manager.
3. Cardholder is prohibited from emailing Card information
4. Cardholder is prohibited from shipping items to any other address then a WBSD location
5. Cardholder will obtain a purchase receipt or confirmation. Cardholder will ensure that no State of Wisconsin sales tax was charged and that both the line item and total purchase prices are correct.
6. The cardholder will retain purchase receipts and other documentation.
7. Cardholder will document detailed information for orders placed over the phone. Cardholder will ensure site security when using the internet to place orders.
8. Fax orders are not encouraged. Secure or shred any fax documents containing card information. Cardholder will follow up with vendor to ensure they received the fax.

Recordkeeping and Documentation Requirements

1. The cardholder is responsible for maintaining adequate documentation and records for card use in an organized manner.
2. If there is no detailed receipt for a purchase, a "Purchasing Card Missing Receipt" form will be completed, signed by the cardholder's supervisor, and filed with the card's records. (This form cannot be used for meals).
3. The Business Manager shall maintain all records of purchasing card application and issuance forms, limits, cardholder transfers and lost/stolen/destroyed card information.

Review and Reconciliation of Transactions

1. Review, approval, and reconciliation will be done by cardholders, approvers, and supervisors/administrators online using Skyward.
2. Prior to the 20th day of each month all transactions must be posted, reviewed, and approved in Skyward. On or after the 20th of the month, the Business Manager will upload transactions from the latest statement into the District financial system and into the general ledger.

3. It is the responsibility of the cardholder to reconcile transactions with supporting documentation, and to assign the correct accounting code to each transaction.

Returns, Credits, and Disputed Items

1. The cardholder is responsible for contacting the Business Manager promptly on any fraudulent, disputed, or returned items
2. Returns must be made for credit to the card only. No cash returns are permitted.

Card Security

1. It is the responsibility of the cardholder to safeguard their card and card information.
2. It is the responsibility of the Business Manager to safeguard all card information retained and communicated through the duties of the Business Manager.

Reporting Lost or Stolen Cards

1. Promptly notify the Business Manager.

Transaction Audits

1. The Business Manager will be the final approval on all transactions.

Consequences of Procedure or Policy Violations

1. Misuse, abuse, and/or failure to comply with District policies and procedures will result in disciplinary measures that can include revocation of cardholder privileges or even termination of employment.

Termination or Transfer of Employment

1. A cardholder who leaves employment of the District or is transferred to another site shall return their card to their supervisor.
2. The supervisor is responsible for contacting the Business Manager who will cancel the card. The supervisor will destroy the card.

Payment to Card Bank

1. Payment to the card issuer shall be completed electronically via electronic funds transfer by the card issuing bank.

Legal Reference: Section 66.0135 Wisconsin Statutes 66.0607 120.16(2)

Approved: August 24, 2020