Unified School District 500

Visa Purchasing Card Manual

Revised April – 2019
Unified School District 500 has chosen to participate with Commerce Bank in a Visa Purchasing Card Program. The purpose of the Purchase Card Program is to establish a more efficient, cost effective method of purchasing and paying for small dollar transactions (including all delivery, shipping and/or special handling charges) within established usage limits.

Additionally, this program is being established in order to provide a more expedient procedure of purchasing goods and to reduce paperwork and handling costs. By using purchasing cards, the traditional purchasing/payment cycle should be greatly reduced. Those who have been issued purchasing cards may now initiate transactions in person or by telephone, within the limits of these procedures, and receive goods. Payments to vendors are made via the online reconciliation system. The District will make monthly settlements with the bank from purchase orders initiated by your department or building.

All cards are issued only to budget administrators/managers. Card usage will be monitored and cards may be rescinded at any time.

This manual provides the guidelines under which you may use your Purchase Card. It is the purpose of this manual to establish a methodology for use and to define the limits and responsibility for use of District issued purchasing cards provided to certain personnel in order to make purchase of goods required by the District. Please read it carefully. Your signature on the Visa Purchase Cardholder Agreement (see Attachment 1) indicates that you understand the intent of the program and agree to adhere to the established guidelines. You will be issued your Purchase Card after receipt of the signed Agreement by the Purchasing Card Administrator (PCA) in the Purchasing Office.

Record keeping will be essential to ensure the success of the program. Standard payment policies require retention of receipts, and other documentation. As with any credit/charge card, you must retain sales slips, cash register receipts, invoices, order forms and receiving documents.

Any vendor you currently purchase goods from should be considered a potential vendor of the Purchase Card - even if they do not accept procurement or charge cards today. If a vendor you wish to use does not currently participate, you should notify the PCA at the Purchasing Office.

No individual transaction, including shipping and handling, may exceed $1,000.00.

The standard card has also been assigned a billing cycle limit for total dollar amount of $3,000.00 for expenditures allowed in a billing cycle (30 days). The billing cycle will close on approximately the last day of each month.

Purchases must be for the use and benefit of Unified School District 500. NO PERSONAL PURCHASES ARE ALLOWED.

All purchases for commodities where items are stocked in the Central Storeroom must be
purchased from that operation, unless not readily available.

Some vendor types have been blocked from usage with this Purchase Card (see Attachment 5). If you present your card to any of these merchants, the transaction will be declined. It is likely that any merchant you currently utilize as a source for commodities will accept this card. If you are declined and feel the decline should not have occurred, you may contact the Purchase Card Administrator at (913) 279-2243 to determine if you were declined because of the merchant blocking, or if you may have exceeded the monthly cycle limit or the single transaction limit imposed on your card.

Examples of vendor codes that have been blocked are: capital purchases, cash advances, personal items, furniture, insurance services, alcohol, and some service providers.

Merchants are paid by Commerce Bank within three (3) days of your business transaction. Please indicate to merchants that they MUST NOT invoice Unified School District 500, in addition to the detailed charge receipt, as an invoice could result in duplicate payment. Request merchants to give detailed description of goods, not just “misc.” BE SURE TO REMIND THE VENDOR OF UNIFIED SCHOOL DISTRICT 500’S TAX EXEMPT STATUS WHEN MAKING A PURCHASE. The State of Kansas Tax Exempt Number is printed on the face of each card. (See also Attachment 2 – Tax Exempt Certificate.)

The Purchase Card is NOT intended:

- To be your primary method of purchase. The card is intended to be used when goods or services are not available from a merchant or supplier that will accept KCKPS purchase orders.
- To avoid or bypass appropriate procurement or payment procedures.
- For personal use.

You are responsible for the security of the card and the transactions made against it. The card is issued in your name, and any purchases made against the card will be your responsibility. Use of the card not in accordance with guidelines established may result in personal liability.

Remember that you are committing school district funds each time you use the Purchase Card. This is a responsibility that cannot be taken lightly.

Your feedback regarding this program is important! We need to know if you have concerns, and we welcome suggestions for improvement. Your positive feedback will also be appreciated! If you have any questions about the program or need additional information, please contact the contact either the Purchasing Office at 279-2243, the Director of Finance and Budgets at 279-2252, or Accounts Payable at 279-2217.
SECTION 2 – CARDHOLDER SECTION CARD USE PROCEDURES

How to Obtain a Card

Cardholders will consist of the following:

1) Executive Management Team
2) Directors, Building Principals
3) Other Budget Administrators to be Determined and Approved by CFO (ongoing)

The proposed cardholder shall be issued a copy of this procedure and shall be required to acknowledge by signing a Visa Purchase Cardholder Agreement (see Attachment 1) indicating that the cardholder understands the procedures, restrictions, and the responsibilities associated with being a cardholder.

Purchase cards are held and controlled by the Purchase Card Administrator. When needed, the cardholder must enter a requisition in BusinessPLUS, and once the requisition converts to a Purchase Order, the cardholder must complete the online request for the card. The following questions must be answered on the online card request:

1. Name of Requestor (can be done by proxy)
2. E-mail Address of Requestor
3. Phone Number of Requestor
4. School/Department Name
5. Summary/Description of Expense (Detailing Need for Card)
6. Will the Card be Use for Out of State Travel?
7. If Traveling Out of State, Has Your Trip Been Approved by the Board of Education?
8. Identify All States Where You Might Use the Card
9. Dates Card Needed
10. Amount of Credit Requested
11. What Budgets Will Be Used to Pay the Expense (Budget #, PO # & Amount Required)
12. Do You Already Have the Card in Your Possession?
13. Enter Last 4 Digits of the Card
14. Upload Supporting Documentation
15. Additional Comments
16. Review & Submit

Requestors will receive an automated response after the form is submitted, advising that the Purchase Card Administrator will review and advise of approval/disapproval.

The Purchase Card Administrator evaluates each request to determine the following:

1. **If the item(s) or service(s) requested are in conformance with purchasing guidelines.**
   a. If Yes, move to Question 2.
   b. If No, the request will be rejected. The requestor will be notified of the decision by email.

2. **If the item(s) or service(s) requested can be purchased with a purchase order.**
   a. If Yes, the request will be rejected. The requestor will be notified of the decision by email, and a suggestion of an alternative source that accepts a purchase order will be made by the Purchase Card Administrator.
   b. If No, move to Question 3.
3. **Does the Time Frame Fit the Purchase? Emergency or Sufficient Time to Complete.**
   a. If Yes, okay to proceed to Question 4.
   b. If No, the request could be rejected.

4. **Verify the PO Number/Budget Number or if there is Student Activity Check.**
   a. If supplied on the online form, okay to proceed to Question 5.
   b. If not supplied, the request could be rejected.

5. **Is the Cardholder current with regard to reconciliation and has a signed Visa Purchase Cardholder Agreement?**
   a. If Yes, the card can be released.
   b. If No, the request could be rejected until reconciliation is brought current by the cardholder

When approved, the following steps will be taken by the Purchase Card Administrator:

1. The purchase card requested will be activated
2. The period of activation will be set to the date range requested.
3. The credit limit will be set to the amount requested.
4. The per Purchase Limit will be set to $1,000; or such amount that will allow the requested purchase.
5. The Purchase Card Administrator will contact a Requestor by email or telephone to advise that a purchase card is ready for pick up when approved. The Requestor will make the arrangements necessary to pick up the card.

The Purchase Card Administrator will maintain a card check-out log, to record the status of every card in the purchase card inventory. The log will document the name of the employee checking out the card; the last 4 digits of the card number; the date the card was checked out; and the date the card was returned.

The card must be returned by the Requestor to the Purchase Card Administrator within two (2) business days after the last date requested.

The Purchasing Card Administrator (PCA) will arrange cardholder training upon request.

When you receive the card, sign the back of the card immediately and always keep it in a secure place. Although the card is issued in your name, it is the property of the Board of Education, and is only to be used for Board of Education purchases as defined in this manual.

Any changes to the card which may be required can be initiated by contacting your PCA.

**How to Cancel a Card**

To cancel a card, the card should be cut in half and forwarded with the Purchasing Card Surrender/Destruction Request Form (see Attachment 3), to the PCA in the Purchasing Office.

**Card Renewal**

A renewal card will automatically be mailed to the PCA.
How to Report a Lost or Stolen Card

If a Purchase Card is lost or stolen, immediately notify Commerce Bank Customer Service at 1 (800) 892-7104 or Visa Emergency Services at 1 (800) VISA-911 or 1 (800) 847-2911. Commerce representatives are available twenty-four (24) hours a day. Advise the representative that the call is regarding a VISA Purchasing Card. The cardholder shall put into writing an explanation of circumstances surrounding the lost card within five (5) working days after discovering the card is missing, and forward to the PCA. Only upon receipt of this report can a new card be requested/issued.

Cardholder Transfer/Separation

Prior to a transfer to another District location or separation from the District, the cardholder shall surrender the credit card to the PCA and any receipts that not previously uploaded. This information is processed monthly with the Administrator’s other cardholder statements. The administrator shall cut the credit Card in half, complete the Purchasing Card Surrender/Destruction Request Form (Attachment 3) and forward the form to the PCA, who will notify the Bank. If this is a transfer, when the cardholder reports to their new location, they may request a new card. The old building/department’s card does not transfer to the new building/department.

Purchase Card Security

The unique purchasing card that the cardholder receives has their name embossed on it and shall ONLY be used by the authorized cardholder. NO OTHER PERSON IS AUTHORIZED TO USE THE CARD. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card. The cardholder may make transactions on behalf of others in their operation/department. However, the cardholder is responsible for all use of their card.

Use of the purchasing card shall be limited to the following conditions:
The total value of the transaction shall not exceed a cardholder’s single purchase limit of $1,000.00. Payment for a purchase WILL NOT be split into multiple transactions to stay within the single purchase limit.

The total value of the monthly billing cycle (30 days) dollar amount shall not exceed the purchase limit of $3,000.00.

Unauthorized Purchasing Card Use

The card is to be used by the person it is issued to and can ONLY be used to pay for approved Unified School District 500 business expenses. The card CANNOT be used for any personal use or unauthorized purchases. Any such use will require immediate reimbursement and will result in disciplinary action that may include dismissal.
SECTION 3 – DEPARTMENT/BUILDING RESPONSIBILITIES PROCUREMENT PROCESS

CARDHOLDER USE AND RESPONSIBILITIES

Making A Purchase

Whenever making a purchase with the purchasing card the cardholder will check as many sources of supply as reasonable for the situation to assure best price and delivery.

Once a vendor is designated and that vendor confirms that an item is available, meets the specifications and delivery requirements, etc.

1) Confirm that the vendor agrees to charge the purchasing card. (The first time you use the card with a vendor, confirm that your card is approved to charge from that vendor by providing the card or card number and have the vendor verify it with VISA.)

2) Advise the vendor that the District is tax exempt and will not pay Kansas sales tax. The District’s tax-exempt status is on the card.

3) All Purchases Must be Shipped to District Location.

4) Provide the card number to the vendor.

Entering the Purchase Order

The Visa bill is paid by entering a requisition/purchase order to cover the cost of each transaction on a given statement. Purchase Order(s) must be in place prior to use of the Visa Purchase Card. There is no limit to the number of Purchase Orders used when reconciling a monthly statement.

1. Determine the cost of the goods or services to be purchased with the Visa Purchase Card. Can the goods or services be purchased with a PO? If so, do not use the Visa Purchase Card. If not, continue...

2. Enter a requisition in BusinessPLUS for the transaction(s), note the requisition number and release to Workflow. Vendor should be: Treasurer BOE – Credit Card (V12451)

3. Once fully approved, the requisition will convert to a Purchase Order. The requestor will be notified by email of the Purchase Order Number.

Request the Purchase Card

1. Requestor will then go to the Purchasing Site and complete a Purchasing Card Request Form, providing responses to the following questions:
   a. Submitted By (Requestor)
   b. E-Mail (Requestor)
   c. Phone Number (Requestor)
   d. School or Department (Requestor)
   e. Summary/Expenses Description (Requestor)
   f. Will Card Be Used for Out of State Travel (Requestor)
   g. Amount of Credit Requested (Requestor)
   h. Card Name and Number (Requestor)
   i. Will Your Be Using Student Activity Funds to Pay for the Purchase(s)?
j. Dates Card Needed (Requestor)
k. Upload Supporting Documentation (Requestor)
l. Comments (Requestor)
m. What Budget(s) Will Be Used to Pay the Expense (Budget & PO Number)
n. Submit (Electronically)

2. The Form will then be received by the Purchase Card Administration, who will review and determine the following:
   a. Is this an allowable purchase?
      i. If “Yes”, proceed to b.;
      ii. If “No” send email rejecting
   b. Can this purchase be made from a vendor that accepts purchase orders?
      i. If “Yes”, proceed to c.;
      ii. If “No” send email rejecting
   c. Is a Purchase Order in place to cover the cost?
      i. If “Yes”, send email advising card availability for pick up;
      ii. If “No” send email rejecting

3. Purchase Card Administrator will activate the card for the amount requested and for the limited period requested.
4. Requestor will visit the Purchasing Department and sign for the card.
5. Requestor will make the purchase(s) utilizing the Visa Purchase Card, only to the extent of the requested credit limit and only for the requested period.
6. Requestor will return the card to the Purchase Card Administrator within 2 business days of completion of the purchase(s).

**Receipt of Goods and Materials**

The cardholder is responsible for ensuring receipt of goods and materials and will follow-up with the vendor to resolve any delivery problems, discrepancies and damaged goods.

For telephone or catalog orders, make sure complete shipping address and instructions are given along with your name (e.g., name, department name, complete street address, room number, city, state, zip code).

If goods or materials are ordered by phone, ask the vendor to include a detailed sales receipt in the package and explain we are a tax-exempt organization. Save the credit card receipt and shipping documentation.

If food purchases, all receipts must be itemized.

If food purchase is for staff, see Purchasing Procedures Manual for Rules Governing Food Purchases for Staff.

**Record Keeping and Documentation**

To facilitate the reconciliation and approval process, the cardholder is responsible for keeping all sales documents (credit card slips, invoices, cash register receipts, packing slips, etc.) for all items.
The cardholder should also maintain a transaction log for each purchase and phone order. The cardholder should log all pertinent data on the online transaction log.

All sales documents should be scanned and saved. This is checked against the monthly statement.

The cardholder is responsible for:

1) Keeping all original sales documents (i.e., invoices, credit card slips, cash register receipts, packing slips, etc.).
2) Facilitating reconciliation of monthly statements.
3) The Board of Education will never be responsible for paying any interest on the charges.
4) All original sales documents shall be kept on file, and uploaded to the Commerce site at the time of the monthly reconciliation.

If a cardholder loses a receipt of $75.00 or less and has requested a copy of the receipt to be provided by the vendor or the bank, a written explanation of the amount and description of the items can be provided in lieu of the original to facilitate timely payment while waiting for the additional documentation to follow. The documentation should be forwarded to the PCA upon receipt, even if the bill has already been paid.

**Reconciliation and Approval Process**

Sales transaction receipts should be maintained by the cardholder. A statement will be sent to the cardholder monthly to reconcile. The cardholder/department is responsible for editing and approving the purchasing card transactions.

**How to Audit a Purchasing Card Transaction**

Before approving the posted transaction, check the following information:

1) The cardholder will receive a monthly statement from Commerce. The department/building should review these statements for discrepancies and notify the PCA of any disputed items. If any items are not recognized, contact the vendor. If resolution cannot be accomplished, fill out the Vendor Disputed Charge Form (Attachment 4) and send it to the PCA. The PCA will contact Commerce Bank and Dispute the charge.
2) Vendor Name: It must agree with the credit slip/packing slip, paid invoice or receipt. If the vendor name does not agree, check to make sure there is not another transaction to which it should apply.
3) A transaction will not be approved unless the cardholder has a credit, cash register receipt, or packing slip (in the case of phone orders). If a receipt is missing, the cardholder should immediately contact a vendor and ask him/her to provide a **detailed** receipt (not just the signature ticket), credit memo, or an adequate substitute. If they can only fax you a copy, please remember to certify and sign it as valid and the only copy you received. Otherwise, to obtain a copy of a charge or credit slip, call the PCA. There will be a $10.00 charge for each copy which will be billed to your card.
4) Check to make sure the “Ship To” address on the documentation is correct. If not, it should be investigated.

5) Note partial shipments (in the description field).

6) Note any sales tax charged. Work directly with the vendor to obtain a correction if sales tax is charged.
   a. **State of Kansas.** Any materials or services delivered within the boundaries of the Kansas are exempt from sales tax.
   b. **State of Missouri.** Purchases made, and possession taken, within the boundaries of Missouri will be subject to Missouri State Sales and Use Taxes. *There is no reciprocal sales taxes forgiveness between Kansas and Missouri.*

7) Check packing slip for freight terms. On contract items, freight terms must agree with the contract terms.

8) If inappropriate purchases appear, the employee should supply a justification. If the justification is insufficient, appropriate measures should be taken. In addition, steps should be taken to return the goods or the employee should pay the vendor directly, or the department/building should use private funds for payment and have a credit issued to the purchasing card.

9) Make sure the purchases on the Visa card are allocated correctly to appropriate funding and object codes on the transaction log.

Reconciliation of a cardholder’s statement should be completed by the 10th day after the statement is received. See Attachment 6 – ControlPay End User Instructions for Managing Transactions, Receipt Scanning and Workflow.
SECTION 4 – BILLING AND PAYMENT PROCESS GENERAL

Returns

If an item is not satisfactory, received in error, damaged and/or defective, duplicate order, etc., the following steps should be followed.

1) The cardholder makes contact with the vendor to obtain authorization to return the item(s). This will usually be in the form of a return authorization number (RMA). As every vendor has different return policies, make sure your return meets their criteria without incurring a restocking fee. The item(s) to be returned needs to be re-packed in original manufacturer’s carton. Follow the District’s return merchandise procedures when returning items.

2) When an item has been returned and a credit voucher received, the cardholder shall reflect this credit on the purchasing log.

3) **Never accept cash for a purchasing card return of merchandise.** Always request a refund to the card, which can be reflected on the current or next statement.

4) If the vendor has not replaced or corrected the item by the cutoff date, then the purchase of that item will be considered in dispute. Attach Vendor Disputed Charge Form (Attachment 4) to the monthly statement.

Disputed Charge

If the cardholder is disputing a charge, they shall complete a Vendor Disputed Charge Form (Attachment 4) and include it with the statement package.

If the monthly statement lists transactions where the goods have not been received or reflecting another discrepancy, the cardholder should work to resolve the issue as soon as possible. Most exceptions can be resolved between the cardholder and the vendor. If the dispute cannot be settled at this level, the cardholder shall advise the Purchasing Card Administrator (PCA).

Transactions Not Appearing on Statement

If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be retained by the cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within sixty (60) days after the transaction date, the cardholder shall notify the PCA for assistance in resolving the issue.

Superintendent’s Purchase Card

All purchases made by Superintendent, using the Visa Purchasing Card, shall be subject to periodic review by the Board of Education. This review shall take place prior to payment of the bill and shall be done at the discretion of the Board.
Paying the Bank

The District will pay Commerce Bank by EFT on or about the 20th day of each month.

Purchase Card Administrator must audit ALL transactions for ALL cardholders. It is imperative that each cardholder prioritizes the processing of statements and receipts for payment, to ensure that the District is reimbursed timely.

Sales and Use Tax

Unified School District 500, as a political subdivision of the State of Kansas, is exempt from paying Kansas sales or use tax per KSA 79-3606(b) (see Appendix 8).

Information on the District’s tax-exempt status appears on the purchasing card. BE SURE TO REMIND THE VENDOR OF THE TAX-EXEMPT STATUS WHEN MAKING A PURCHASE.

It is the cardholders’ responsibility to make sure Sales Tax is NOT charged. If you find that has happened, go back to the vendor and ask they refund the tax. Do Not Accept Cash. If the charge makes it to your statement, you must note that the credit is coming on the next statement. If the vendor refuses to refund, you must enclose a personal check for the sales tax amount, as the District cannot pay Sales Tax.

*Purchases made, and possession of items taken, within the state boundaries of Missouri will be subject to Missouri State Sales Taxes. There is not reciprocal sales taxes forgiveness between Kansas and Missouri.*

Section 5 – Purchasing on the Web (General)

With the increasing availability of products that can be purchased and provided through the Internet, practitioners of this type of acquisition should be informed of the protocol for using their Purchase Card in this environment.

Internet Purchasing Guidelines

When purchasing a service or product online with a credit card, observe the following guidelines.

1) Make sure you are fully informed as to all of the charges associated with making a particular online purchase. Shipping and handling, plus other special or hidden fees can greatly increase the cost of your purchase. Note the expected delivery time and determine whether or not the merchant’s delivery schedule accommodates your requirements.

2) Read the online merchant’s refund/return and customer privacy policies. Be aware of the terms of business practice by a particular online retailer. Beware of online merchants who do not prominently display refund/return or privacy policies.

3) Look for addresses that start with “https:” Never enter your credit card number on a Web page that does not have “https:” at the beginning of the Web page address. The “https:” in the URL (Web address) means that information you fill out in an ordering form will be transmitted over an encrypted, secure connection to the merchant.
4) Look for the security alert and the lock icon when making online purchases. Using your browser, you will get a pop up “security information or security alert” when you connect with a secure server. The message will read something like “You have requested a secure document or you are about to view pages over a secure connection.” If you continue by clicking “Continue” on the pop-up window, you will be connected to a secure server. At this point you should see a lock icon on the lower left portion of your Web browser window. The security alert and the lock icon are signs that you have connected with a website using an encrypted and secure connection.

5) Guard your personal information. Don’t provide any non-essential information online.

6) Find out where a company is physically located so that you can check on its reliability through other verifying sources, such as the Better Business Bureau. Most reputable companies will offer an alternate means (retail outlets, mail orders, phone orders, etc.) of purchasing their products or services. Beware of online retailers that fail to list detailed contact information. A good way to discover the location of a Web site’s ownership is to use the “WHOIS Lookup” feature at Network Solutions. Type in the web domain of the company in question at [https://www.whois.net/](https://www.whois.net/).

7) Never reuse the same passwords for multiple e-commerce accounts. If you Web browser asks you if you want it to “remember” your password so that you don’t have to enter it in future visits to an online store, decline the offer.

8) Know that unsolicited e-mail violates computer etiquette and is often used by con artists. Offers you receive through junk e-mail or “spam” as it is often called, are often typed in all capital letters and are designed to appeal to people who are easily fooled by flashy messages and exaggerated claims. Unless you are familiar with the online business, do not respond to unsolicited e-mail messages offering services or products through online credit card sales.

9) Look for seals or other symbols that identify a particular merchant as being a member of an online reliability, privacy, or secure site protection group. Organizations that sponsor these types of seals include BBBOnline [http://www.bbb.org/online/business/dynamicseal.aspx](http://www.bbb.org/online/business/dynamicseal.aspx), ePublicEye.com, Secure Assure [http://secureassure.org/](http://secureassure.org/), Verisign [https://www.verisign.com/](https://www.verisign.com/) and TRUSTe [https://www.truste.com/](https://www.truste.com/). Verify that the merchant is in fact a member of the seal program by visiting the site that issues the seal and looking up the merchant’s name and/or Web address.

10) Know the provisions of the Fair Credit Billing Act, in particular that the limits of your liability as a victim of online fraud ($50.00).

**Resources for Online Purchasing Information**

Listed below are several web sites and addresses to be used as information references as needed.

4) EMarketer [http://www.emarketer.com](http://www.emarketer.com)
5) Federal Trade Commission’s Guide to Online Payments
6) Internet Fraud Watch http://www.fraud.org/homepage?splash=1
7) InformationWeek http://www.informationweek.com/
8) Net Profit Center http://www.net-profit-center.net
9) TRUSTe http://www.truste.org
10) United States Government Electronic Commerce Policy
    https://ecommerceguide.com/guidesecommerce-legals/
Section 6 – Violations Cardholder Agreement

The Visa Purchase Card is provided as a tool to assist budget administrators in performing their job duties more efficiently and effectively. It has been issued to assist in the procurement of needed goods and services in a manner often more expeditious than the traditional purchase order cycle. However, along with the ability to use this tool of procurement comes additional responsibilities. It is important to understand the use of the card is a privilege the Board of Education has provided to assist in the performance of job duties. It is not a right and can be revoked as violations of terms and conditions occur. Appropriate and responsible use of the Visa Purchase Card is an implied and expressed expectation of the cardholder. As each cardholder has signed a Purchasing Cardholder Agreement upon receipt of their card, it is the expectation all rules and requirements will be adhered to in accordance with this document and manual.

Delinquency of Reconciliation

It is the responsibility of the purchasing cardholder to assure that statements are reconciled within the timelines established in this user guide. If you fail to comply with this required timeline, you will be notified in writing concerning the delinquency. Multiple notifications by the office of the PCA will result in the cardholders’ privileges being terminated. Such terminations will be of a minimum of thirty (30) days, but may not be limited or restricted to this amount of time.

Any Purchasing Card falling to sixty (60) days in arrears, or two statements unreconciled, will have charge privileges suspended immediately by the PCA. The card will not be reinstated until the account is fully reconciled.

Unauthorized Purchases

All cardholders shall familiarize themselves with this document and the list of inappropriate expenditures outlined herein. If a circumstance should arise where the nature of the item to be purchased with the purchasing card may not be clearly defined either in writing or in the cardholder’s mind, the Visa Purchase Card Coordinator should be contacted for clarification.

However, if an inappropriate or unauthorized purchase is made by a cardholder, the following procedure will be followed:

1) First Offense - Notification in writing from the Purchasing Card Administrator as to the nature of the violation; and any required sanctions
2) Second Offense – Notification in writing that the Visa Purchase Card privileges have been suspended and will be suspended for a period of ninety (90) days.
3) Third Offense – Written notification of permanent suspension of charge privileges and a request for surrender the Visa Purchase Card.

Given the exceptional nature of a violation or unauthorized purchase, steps one and two may be exempted.

Special attention should be given to Section 4 of the Visa Purchase Cardholder Agreement, signed at the time of receipt of the Visa Purchase Card, as it relates to the following:

1) Personal Liability
2) Restitution relating to improper use of the PCA, including fees and interest
3) Termination of Employment
4) Criminal Prosecution
5) Payroll Withholding
Kansas City Kansas Public Schools

Business Purchasing Cardholder Agreement

Name of Cardholder: ___________________________ School/Department: ___________________________

Business Address: 2010 N 59th St KCKS 66104 ___________________________ Supervisor Name: ___________________________

Cell Phone (for security needs): ___________________________ Supervisor Phone: ___________________________

Cardholder agrees to accept responsibility for the protection and proper use of the Business Purchasing Card (BPC) in accordance with the terms and conditions below and found in the Purchasing Card Manual located on the Districts’ website. Highlighted here are:

1. Cardholder agrees to provide the supporting detailed receipts from the vendor and/or a transaction log for each transaction as designated by the BPC Coordinator, under the Board of Education’s policies and procedures. Failure to report or document any purchase may be deemed an inappropriate use of the BPC.

2. If the card is lost or stolen, cardholder shall notify the BPC Coordinator immediately.

3. Cardholder shall be responsible for all charges, includes fees/interest, incurred from the proper use of the BPC.

4. THE CARDHOLDER MAY NOT MAKE ANY PERSONAL PURCHASES ON THE CARD. Cardholder understands that he/she shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2 above, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the BPC may be cause for disciplinary action by the Board of Education including termination and that improper use of the BPC may subject Cardholder to criminal prosecution. Cardholder understands that the Board of Education may withhold amounts attributable to improper use by Cardholder from any paycheck or other State of Kansas warrant which may be payable to Cardholder.

5. Cardholder understands that should his/her employment with the Board of Education terminate for any reason, the BPC must be returned to the BPC Coordinator immediately. Cardholder understands that the Board of Education may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that the Board of Education may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.

6. Cardholder understands that use of the BPC is for the purchase of commodity and non-inventory capital items only (no equipment or furniture) of less than $1,000 per purchase subject to individual card limitations on expenditures for use in official Board of Education business. All purchases must comply with State and District accounting and purchasing statutes, regulation and policies the Board of Education implements in the use of the BPC. The following items may not be purchased with the BPC, however, this list is not all-inclusive:

- Alcoholic beverages
- Ambulance services
- Antique shops
- Automotive repairs
- Boat rental
- Bus lines
- Business cards
- Cash advances
- Casino
- Cigar stores
- Construction
- Courier services
- Cruise lines
- Counseling
- Dating and escort services
- Direct marketing travel
- Drinking establishments
- Freight motor carriers
- Funeral services
- Furniture
- Hospitality or entertainment
- Telephones
- Weapons or ammunition
- Leases
- Rentals
- Marinas
- Massage parlors
- Package stores
- Pawn shops
- Personal items
- Postage
- Printing
- Public warehousing
- Railroads
- Tax preparation
- Utilities

IF IN DOUBT, Cardholder understands that he/she should seek prior approval from the BPC Coordinator. Such approval presumes the proper use of the BPC.

7. Cardholder acknowledges by his/her signature to this agreement, that he/she has received instruction in the proper use of the BPC, that goods or services purchased with the BPC are consistent with your organizational responsibilities and satisfy your department/school needs; that all purchases shall be made in accordance with applicable purchasing and purchasing card procedures; that this delegation shall automatically cease upon your separation from the District or your reassignment to another department within the District, and he/she has read and understands this agreement.

Signature of Cardholder: ___________________________ Date: ___________________________
Kansas Department of Revenue
Sales and Use Tax Entity Exemption Certificate

The Kansas Department of Revenue certifies this entity is exempt from paying Kansas sales and/or compensating use tax as stated below.

Kansas Exemption Number: KSF21EB91LQ
Expiration Date: 10/01/2020

The tax-exempt entity understands and agrees that if the tangible personal property and/or service are used other than as stated, or for any purpose that is not exempt from the tax, the tax exempt entity is liable for the state and local sales or use tax. The unlawful or unauthorized use of this certificate is expressly prohibited, punishable by fine and/or imprisonment. The certificate is issued for the sole use of the exempt entity as named.

USD 500 Kansas City
2010 N 59TH ST
Kansas City, KS 66104-2800

KANSAS

EXEMPT ENTITY INFORMATION:

Authorization and scope:
- K.S.A 79-3636(e) & (d) - Public or Private Elementary or Secondary Schools or Nonprofit Educational Institutions.
- Exemption applies to all direct purchase, rental or lease of tangible personal property and services, except purchases of goods for human habitation and indirect purchases by a contractor for a real property project with a PEC.

Limitations:
- Only direct purchases are exempt through the use of this certificate.
- This entity qualifies for exemption on indirect purchases by a contractor through the issuance of a Project Exemption Certificate (PEC).
- PECs should be obtained from the department prior to the start of the project. Apply on-line at KDOR’s web site: www.ksrevenue.org
- This exemption does not apply to the purchase of any construction machinery, equipment or tools by a contractor used in the constructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for the exempt entity.
- Subject to sales tax are purchases of capital goods used for human habitation (i.e., residential housing and dormitories) to include materials for construction, remodeling or repair and furnishings such as beds, curtains, desks and furniture. Labor services on dormitories are exempt as residential construction.

Wayne Correll, Director of Purchasing

Printed Name

Federal ID Number

February 14, 2019

Date

RETAILER INFORMATION:

To qualify for exemption, the certificate must have an expiration date in the future and be signed by an authorized individual.
- Payment must be made by the entity on their checking account or on a credit/debit card issued to the entity. Acceptance of cash, personal checks, or personal credit/debit cards is not allowed for a tax exempt purchase.
- The entity must have a Kansas exemption certificate. Exemption certificates issued by other states are not valid in Kansas.
- Retailers are required to maintain a copy of the purchaser’s certificate in their records for at least 3 years from the date of purchase. Retailers must maintain a current certificate on file.
- Selling tax exempt goods or services that are not exempt by statute may result in the assessment of tax.
- A completed certificate may be used as a blanket exemption for future purchases when of the same type and for the same exempt purpose.

Seller’s name and address

Description of goods and services purchased

For additional information on Kansas sales and use taxes see Publication KS-1510, Kansas Sales Tax and Compensating Use Tax and Publication KS-1520, Kansas Exemption Certificates, located at: www.ksrevenue.org. Questions would be directed to Taxpayer Assistance at 785-296-8222.

Rev. 7/2013
(08/13)
Unified School District 500
Purchasing Card Surrender/Destruction Notice

The attached/identified card was surrendered/destroyed for the following reason:
(Check one)

Card Number: ____________________________

Cardholder Name: ________________________

Cardholder Signature: _____________________

Administrator’s Signature: __________________

Date: ________________________________

( ) Card has been reported as lost and was subsequently found.

( ) Cardholder has left employment with the District.

( ) Cardholder has transferred to another department/building within the District.

( ) Other

____________________________________

____________________________________
Unified School District 500
Vendor Disputed Charge Form

Cardholder Name: __________________________________________

Phone Number: ____________________________________________

Vendor Name: _____________________________________________

Transaction Amount: _______________________________________

Transaction Date: _________________________________________

The above reference transaction is being disputed for the following reason(s):

_____ Different in the amount authorized and the amount billed. (Copy of your charge enclosed.)

_____ Transaction was previously billed on Statement dated: ________________________________

_____ The above transaction is disputed because:

__________________________________________________________________________________

__________________________________________________________________________________

_____ I do not recognize the above transaction.

_____ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (Copy of credit voucher must be enclosed)

_____ My account has been charged for the above transaction, but I have not received this merchandise. The details of my attempt to resolve the dispute with the merchant and the merchant’s response are:

__________________________________________________________________________________

__________________________________________________________________________________

_____ My account has been charged for the above transaction, but the merchandise has been returned. (Enclose a copy of your postal receipt)

Signature: ________________________________________________

Date: _____________________________________________________

Attach the completed form to your monthly statement for review and approval.

PCA Signature: _______________________________ Date: ________________
Attachment 5 – Excluded Purchases
Types of Vendors Blocked from Use

VISA CARD IS NOT TO BE USED FOR THESE TYPES OF PURCHASES

- Alcoholic Beverages
- Ambulance
- Antique Shops
- Automotive Repairs
- Boat Rental
- Bus Lines
- Business Cards
- Capital Purchases (subject to inventory)
- Car Rental (unless pre-approved by BOE)
- Cash Advances
- Casinos
- Cigar Store and Stands
- Construction, Renovation or Installation
- Courier Services
- Consultants or Temporary Help
- Cruise Lines
- Counseling Services
- Dating & Escort Services
- Direct Marketing Travel
- Drinking Establishments (restaurants excluded)
- Freight Carriers (motor freight)
- Funeral service or crematories
- Fuel for Personal Vehicle During Business Travel. Fuel and mileage incurred during business travel using your personal vehicle with 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.
- Furniture
- Gasoline Services
- Gift Cards (Unless Authorized by Administrator/Supervisor)
- Hazardous materials without prior approval.
- Hospitality or Entertainment
- Massage Parlors
- Pawnshops
- Personal Items or Identification
- Pharmaceuticals/Drugs
- Printing
- Purchases Involving Trade-ins
- Purchases Requiring a Contract
- Purchases to bypass any District Purchasing Procedures or Policies.
- Purchases that are not permitted under District Policies and Procedures.
- Railroads
- Tax Preparation
- Telecommunications Equipment: Telephones, pagers, cellular telephones
- Utilities – Telephone, Wire Transfer, Electric, Gas, Water
- 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.
- Service Providers – Includes financial institutions (cash, merchandise or services), money orders, traveler’s checks, brokers/dealers, insurance sales, timeshares, camps
- Professional Services & Membership Organizations – doctors (medical, dental, eye, osteopaths, chiropractor), optical goods, nursing facilities, hospitals, laboratories, legal, schools, child care services, civic/social/fraternal associations, charitable/religious/political organizations, architectural/engineering/ surveying services, accounting/ auditing/bookkeeping services, court costs, fines bail bond payments, tax payments, gov’t loan payments - unless prior approval is received.
- Weapons, ammunition; law enforcement department purchases are allowed.

While this list is not comprehensive, if in doubt that a purchase under this agreement through the use of the PCA, Cardholder understands that he/she should seek prior approval from the PCA. Such approval presumes the proper use of the PCA.
ATTACHMENT 6 – CONTROL PAY END USER INSTRUCTIONS FOR MANAGING TRANSACTIONS, RECEIPT SCANNING AND WORKFLOW.

Logging In
To log in, complete the following steps:

1. In the address box of your web browser, type the following address: https://controlpayadvanced.com/
2. The application opens to the User Log In page
3. Type your user name, password, and organization ID
4. If you want the application to automatically fill the Username field the next time you log in, click Remember me
5. Click Log In

Transaction Management
Use Transaction Management to review, split, or dispute transactions.

Reviewing Transactions
Permissions Required: Access Transaction Management; Review Transactions; Approve Transactions; Approve Transactions at their 2nd level

To review transactions, complete the following steps:

1. On the menu of the Dashboard, click Transactions and select Transaction Management
   - Note: You can also access the Transaction Management page by clicking Transactions in the Quick Links area of the Dashboard.
2. The Transaction Management page opens
3. If your organization is part of a group, select the organization from the drop-down list
4. In the Date Range fields, select the date range
5. Click the My Cards field if you want to include only your cards
6. Click the magnifying glass if you want to search outside the organization you selected
7. In the Search Criteria area, select criteria to help narrow your search
8. Click Search
9. The Transactions Summary and Transactions areas display
10. Depending on your role, click Reviewed or Approved
11. Select the row for the transaction needed, which will turn blue
12. The action icons appear. Select the appropriate icon to:
   a. Merchant Details
   b. Billing Details
   c. Transaction Details
   d. Split Transaction
   e. Copy Financial Codes
   f. Clear Financial Codes
   g. Copy Notes
   h. Clear Notes

13. Click Clear to remove the setting from that transaction
14. In the Envelope column, click the icon to view envelope information
15. In the Notes field, type your notes
16. If you made changes, click Save. If not, click Cancel.

Uploading Transaction Level Receipts

Permissions Required: None

You must contact Commerce Bank before your organization can use this functionality to upload receipts. Before you begin uploading receipts In ControlPay® Advanced, note the following:

- Scan your receipts and save them on your computer in one of the following document types: DOC, DOCX, PDF, JPEG, GIF, PNG, or BMP. If you are uploading multiple files, name the files so you can easily select the correct receipt.
- The maximum file size you can upload is 4MB.
- Uploaded receipt Images remain on the ControlPay Advanced website for a rolling 24 months. For example, if you place a receipt on the website in November, 2012, it will remain on the website until October, 2015. A receipt placed on the website in February, 2013, will remain until January, 2015.
- Note: You can require that a receipt be attached

To upload receipts to transactions, complete the following steps:

2. In the Date Range field, select the Billing Cycle of the transaction to which you want to upload a receipt
3. Click the My Cards field if you want to include only your cards
4. Click the magnifying glass if you want to search outside the organization you selected
5. In the Search Criteria area, select criteria to help narrow your search. Click Search.
6. In the Transactions list, the statements that match your criteria display

7. Click the checkbox for the transaction and the action icons will appear. Click Transaction Details.

8. The Transaction Details page opens

9. Click Upload Receipt(s). The Upload Receipt(s) dialog box opens.

10. When the first receipt is uploaded, you have the option to upload another receipt

11. Click Upload Receipt(s) once all files have been added

12. A message displays at the top of the page that your receipt was successfully uploaded

CREATING AND SUBMITTING A TRANSACTION ENVELOPE

Permission Required: Create Transaction Envelopes

To create a transaction envelope, complete the following steps:

1. On the menu of the Dashboard, select Transactions, then click Transaction Envelopes
   - Note: You can also create a transaction envelope by clicking Create a Transaction Envelope in the Quick Links area of the Dashboard.

2. The Create page opens
What displays on the Create page depends on your situation...

i. If you are a user who is assigned to a certain set of cards, a list of your cards displays in the My Accounts area. Click the account number of the card for which you want to create the transaction envelope or click Out of Pocket Only.

ii. If you are not assigned to a certain set of cards, click Out of Pocket Only or use the search fields to find an account.

iii. If you have accounts listed, in the My Accounts area click the account number of the card for which you want to create the transaction envelope. This opens additional fields on the Create page.

iv. If you do not have accounts, complete the following steps:
   1. If your organization is part of a group, verify the correct organization displays
   2. Click the My Cards field if you want to include only your cards
   3. Click the magnifying glass if you want to open the Select Hierarchy window to change the hierarchy
   4. In the Search Criteria area, select criteria to help narrow your search
   5. Click Search
   6. The Accounts list opens

3. Select the card needed for the new transaction envelope
4. Additional fields open on the Create page

   a. The Card field displays the account you selected. Click Reselect to choose another account.
   b. The Employee First Name and Employee Last Name fields display your first and last names. The names should be the same as the name embossed on the selected card. You can change the names. These are required fields.
   c. In the Envelope Name field, type the name of the envelope. This is a required field.
   d. In the Date range field, select from Cycle, Month, or Custom
      i. Cycle: previous cycles will be listed in a drop-down menu
      ii. Month: calendar months will display in a drop-down menu
      iii. Custom: start day and end day provide a range of dates to search
   e. Click autofill envelope with transactions from selected date range
   f. Click Save
5. The Transactions page opens to enable you to search for transactions

6. Select criteria and click Search

7. The Transactions page opens with the Transactions list and additional options

8. Complete the fields of the transaction. All fields are required.

9. Click Save

10. You must save the envelope before you submit it
    a. Reset: Before you save the envelope, click to change allocations to zero. After you save the envelope, you cannot reset the allocations.
    b. Cancel: Close the envelope without saving it
    c. Out of Pocket: Add more out-of-pocket expenses to the envelope
    d. Print Envelope: Print the envelope for your records
    e. Upload Receipt(s)
    f. Submit to Workflow - Send the envelope to your approver for approval

11. Click Confirm

12. A message displays at the top of the page verifying the envelope was successfully submitted

13. The envelope you created displays on the Transaction Envelope page
    - Note: You can also submit the envelope by selecting the envelope needed so the action icons appear, and clicking the Submit for Approval option.
CALENDAR OF CUTOFF DATES

Below is the billing schedule for the school year.

1) The accounts are billed on the 20th day (approximately) of each month.

2) This means the cardholder should submit the Virtual Envelope with statement and original receipts not later than the last day of each month.

3) The Board meetings, at which payment is approved, typically occur on the second and fourth Tuesdays of each month, with the exception of July and December, when one meeting is typically held. By submitting by the end of the month, payment can be made at the first Board meeting of the following