

**Duval County Public Schools
Purchasing Card Program
Policies and Procedures**

**CONTENTS
August 5, 2019**

PURPOSE.....	2
BACKGROUND	2
PROCEDURES.....	2
1. Definitions.....	3
2. How It Works	4
3. Responsibilities.....	5
4. Processes.....	6
A. Requesting a Purchasing Card	6
B. Modifying Purchasing Card Limits	7
C. Card Description	7
D. Using the Purchasing Card	7
E. Placing the Order	7
F. Paying for Supplies	11
G. Return and/or Exchanges, Credits, Disputes, & Erroneous Charges.....	11
H. Reporting a Lost or Stolen Purchasing Card.....	13
I. Purchasing Card Termination	13
J. Violations and Consequences	13
EXHIBITS	
1. Purchasing Card Application Form.....	15
2. Dispute Form	16
3. Cardholder Acceptance Form	17
SAP INSTRUCTIONS	18
1. General Ledger (GL) Guide.....	24

PURPOSE

To provide guidance on the proper use of the Duval County Public Schools Purchasing Card and establish policies which meet the following criteria:

- Provide an efficient and cost effective method of purchasing and paying for goods and services not exceeding **\$ 750** per single purchase.
- Ensure Purchasing Card purchases are in accordance with the School District's policies and procedures, and with Florida Statutes.
- Reduce time and money spent processing low dollar transactions.
- Ensure that the School District bears no legal liability from inappropriate use of Purchasing Cards.
- Provide for disciplinary action if the Purchasing Cards are misused.

BACKGROUND

Duval County Public Schools is making available to certain District employees delegated authority to make purchases directly through a "Purchasing Card" system. This will allow schools/departments flexibility to purchase routine materials and supplies and to make travel arrangements.

Certain controls have been developed for the Purchasing Card that do not exist in a traditional credit card. These controls ensure that the card is used only for specific purchases and within specific dollar limits. Also, certification by each cardholder is required for all purchases as well as authorization from the Approving Administrator.

PROCEDURES

The Approving Administrator approving the assignment of a Purchasing Card will set two limits for each Cardholder: single purchase limit and billing cycle limit. The maximum limits shall be **\$ 750** for a single purchase and (as appropriate) during the billing cycle.

A multiple item purchase may be made but the invoice cannot exceed **\$5,000** or the Cardholder's monthly limit if less than **\$5,000**. Purchases over **\$5,000** must be made by Purchase Order under the School District's Purchasing Policies and Procedures, unless previously approved by the Purchasing Card Administrator.

1. Definitions

- **Approving Administrator** – Principal or Department Head whose signature will appear as authorization to pay and to set single purchase limit and billing cycle limit.
- **Bank** - The financial institution, which has entered into an agreement with the School District to provide the Purchasing Card Program (currently Bank of America).
- **Billing Cycle** - The monthly billing period that begins on a set date of each month and ends on the same day the following month, with a 14 day grace period before payment is due.
- **Cardholder** - Person named on the card that is authorized to make purchases.
- **Cardholder Agreement** – Visa’s terms and conditions that define Cardholder use of the Purchasing Card.
- **Merchant Category Code (MCC)** - A method to control where spending is allowed. All Visa merchants are assigned an industry-specific MCC code, which the School District can restrict from Purchasing Card access. Once an MCC code is blocked, all merchants within that category will be declined.
- **Monthly Limit** - The maximum dollar value of charges a Cardholder is authorized to make during the billing cycle.
- **Purchasing Card** - A charge card issued to an employee for the purpose of making authorized purchases on the School District’s behalf. The Purchasing Card will have the School District’s name, tax exemption number, Cardholder’s name, and the expiration date of the card.
- **Purchasing Card Administrator** - The Purchasing Director or designee. This person is responsible for the administration of the Purchasing Card Program. The Purchasing Card Administrator can be reached in Purchasing Services at 858-4848.
- **Single Purchase Limit** - The maximum value of charges a Cardholder is authorized to make during a single transaction.

2. How It Works

- An Approving Administrator authorizes the issuance of a Purchasing Card to an employee.
- The Purchasing Card Administrator coordinates issuance of the Purchasing Card to an employee.
- The Purchasing Card can be used at any vendor that accepts a Visa card. The vendor does not need to be a registered vendor or in SAP.
- A Cardholder presents goods or services for purchase to a vendor who accepts Visa. When making a purchase, be sure to:
 1. Receive any discounts or special pricing.
 2. Notify vendor of tax exemption.
 3. Get a receipt (Documentation)
- The vendor processes the card information to obtain authorization for the purchase.
- The Bank receives the transaction information electronically from Visa.
- The Bank verifies the account number and spending control limits on the card.
- The Cardholder receives SAP workflow e-mail for charge validation, directing where and how to log transaction into SAP Enterprise Software.
- The Cardholder maintains the receipt to verify transactions when a workflow notification is received via email. The receipt must be attached in SAP during the verification process. Receipts must be retained in your records until transaction is approved by Accounts Payable.
- Cardholder and Agents will receive 2 reminder emails to verify P-Card transactions. If a transaction is not verified within 2 business days of the first notification, a second email is sent. If the transaction is still not verified by 5th business day, a 3rd final email is sent. On the 6th day of non-verification the cardholder name is flagged for card suspension.
- The verified transaction will automatically flow to the cardholder's manager for approval electronically. NOTE: Approvers will receive reminder emails if a transaction is not approved within 5 business days. The cardholder name is flagged for card suspension when not approved by 5th business day.

- The vendor receives payment for the merchandise usually within 3 days.
- Accounts Payable receives from the bank a consolidated monthly statement of all charges by the School District. Accounts Payable pays the consolidated statement from the Bank.

3. Responsibilities

A. *Cardholder* is responsible for the following:

- Making purchases in compliance with School District policies and procedures;
- Holding and securing the Purchasing Card and card number;
- Informing vendor of tax exempt status prior to processing sale transaction;
- Ensuring merchant documentation is complete and available for every transaction;
- Determining and selecting appropriate G/L for items purchased (see G/L Accounts on page 25);
- Identifying and handling disputed charges and reporting discrepancies to vendor;
- Immediately reporting a lost or stolen card;
- Turning in card to the Purchasing Card Administrator upon resignation or termination.

NOTE: For a list of funds that can be used with the P-Card, use the following transaction code on the SAP Easy Access Screen: y_sed_95000380

B. *Approving Administrators* are responsible for ensuring the integrity of the Purchasing Card Program by:

- Approving Cardholder purchases through SAP workflow process;
- Reporting violations of the Purchasing Card Program to the Purchasing Card Program Administrator;
- Informing the Purchasing Card Program Administrator of Cardholder transfer, resignation, or termination and your own transfer, resignation, or termination.

C. *Purchasing Card Administrator* is responsible for the following:

- Reviewing and communicating to the Bank all Purchasing Card requests and changes to card limits;
- Training Cardholders;
- Coordinating the issuance and cancellation of cards;
- Maintaining program policies and procedures, Cardholder guides and/or manuals and all Cardholder Application Forms;
- Maintaining a list of all current Cardholders;
- Coordinating and maintaining internal controls;
- Coordinating program policy issues;
- Participating in ongoing program reviews;

- Participating in resolving billing disputes;
- Monitoring program for compliance with all School District policies and procedures and recommending disciplinary action for cardholders with violation of policy to Approving Administrators;

D. *Bank* is responsible for the following:

- Activating and deactivating Purchasing Cards at the request of the Purchasing Card Administrator;
- Paying suppliers;
- Controlling pre-defined Cardholder limits;
- Providing monthly statements and reporting information;
- Providing duplicate copies of sales receipts in case of disputed charges;
- Providing customer service.

4. Processes

A. *Requesting a Purchasing Card*

1. Purchasing Cards will be issued to any School District employee designated by the Approving Administrator to have a card.
2. All requests for Purchasing Cards must be submitted by the Approving Administrator to the Purchasing Card Administrator on a Purchasing Card Application Form (Exhibit 1). No credit checks are made against individual Cardholders.
3. At the time of the request, the Approving Administrator must decide the cost center coding in which the Cardholder is authorized to expend.
 - a) Refer to your school/cost center's budget to determine the appropriate cost center coding for each Cardholder.
 - b) Once the cost center coding is established, the only change to be made in the coding would normally be to the object number.
4. The Purchasing Card Administrator will review the application and if approved, coordinate the issuance of the Purchasing Card with the bank.
5. The Bank issues the Purchasing Card and mails it to the Purchasing Card Administrator.
6. The Cardholder attends a mandatory Purchasing Card Program training session, signs the Cardholder Acceptance form, and receives a Purchasing Card and Visa Cardholder Agreement, and "Purchasing Card Policies and Procedures".
7. The Cardholder Agreement Form will be retained in Purchasing Services.

B. *Modifying Purchasing Card Limits*

Limits will be raised to allow the following charges on the Purchasing Card:

- a) Conference Registration Fees,
- b) Airline Tickets,
- c) Hotel Charges
- d) Field Trips.

If any of these charges are above \$750, contact the Purchasing Card Administrator. Any other requests for limit increases or any other requests will be handled on a case by case basis.

The Purchasing Card Administrator reviews the request and if approved, coordinate the processing.

NOTE: When a request is approved, the approval email from Purchasing must be attached during the transaction verification process.

C. *Card Description*

The Purchasing Card has been uniquely designed to avoid confusion with personal credit cards.

Cardholder's Name – The Cardholder's name will be embossed on the card.

Account Number & Cost Center Number – A 16 digit account number will tie all transactions to the Cardholder, as well as the cost center number, embedded in the magnetic strip on the back of the card.

Sales Tax Exemption Number – The District's tax exemption number will be printed on the card and serves as proof to the merchant that sales tax should not be charged. It is the responsibility of the Cardholder to make the vendor aware of this prior to processing the sale.

D. *Using the Purchasing Card – General Information*

The Cardholder may pick up supplies or services, or place an order for these by telephone, facsimile or electronically.

E. *Placing the Order:* An order may be placed in person, by phone, fax, mail, or Internet.

Inform the merchant of the following information:

- This purchase is tax exempt. **Tax-exempt #85-8013988912C-0** is printed on the card.
- Remind the merchant that this is a Duval County Public Schools purchase and should be accorded any applicable discounts
- Give the name as it appears on the card.
- Give accurate delivery information.

- Do not allow Cash On Delivery (COD) deliveries. Payment must be made at the time of ordering or pick-up by using the Purchasing Card.
- Request documentation showing description and cost of each item.
- **Do not enter a purchase requisition into SAP when using the Purchasing Card.**
- When placing a phone order, get order number and request a copy of the invoice or order.

Prohibited Purchases: The Purchasing Card is to be used for School District authorized purchases only. The Purchasing Card shall not be used for any personal use.

Do Not Purchase The Following Goods With The Purchasing Card:

- Personal Purchases
- Cash or Cash Type Transactions
- Split Purchases – (occurs when charges greater than \$5,000 are placed on an individual's card within 15 days to the same vendor.)

Inappropriate Purchases: (unless previously approved)

- Alcoholic Beverages
- Capital Assets (valued at \$750 and above)
- Cellular Phones & Accessories
- Computers or Laptops
- Consultants/Contractual Services
- Contracts requiring authorized signature
- Entertainment (unless proper funds are available)
- Food (Schools are allowed to purchase food if proper funds are available)
- Gambling
- Gas and Oil Products
- Gift Certificates / Gift Cards
- Incentives (unless proper funds are available)
- Items Stocked in the District Warehouse
- Holiday Items (unless proper funds are available)
- IPODS / IPADS
- Legal Services
- Meals
- Service or Maintenance Agreements
- Tablets (Electronic)
- Any other restrictions that may be placed by the Approving Administrator

The aforementioned items are not authorized for P-Card use. However, we recognize occasionally that it may be in the best interest of the district to allow these items to be purchased on the P-Card. If this determination is made, the P-Card Administrator will make the proper arrangements to allow for the purchase to be made with the P-Card.

NOTE: For a list of funds that can be used with the P-Card, use the following transaction code on the SAP Easy Access Screen: y_sed_95000380

Excluded Merchant Types

Do Not Purchase From The Following Merchant Types. An attempted purchase from these types of merchants will cause the transaction to be declined.

- Banks, Automated Teller Machines (ATM's), Financial Institutions.
- Eating Places – restaurants, bars, cocktail lounges, nightclubs, fast food establishments.
- Betting, lottery, wages, beer, wine, tobacco, packaged liquor stores.
- Dating and escort services, counseling, massage parlors, health and beauty spas, computer dating.
- Any other purchases that are not appropriate expenditures for public funds. If there is a doubt, do **not** make the purchase.

*If your Approving Administrator questions a purchase made by you, you must substantiate necessity or official use.

Sales & Use Tax

The School District is exempt from paying State of Florida sales and/or use tax, even if the purchase is made with the Purchasing Card. The School District sales tax exemption number is printed on the face of the Purchasing Card. **Prior to processing the sale, it is the cardholder's responsibility to make the vendor aware that the sale transaction will be sales tax exempt.**

If the vendor charges sales tax, the Cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax. If the sales tax is not credited back to the card, the Cardholder may be responsible for refunding the District for Florida sales tax charged on their card that falls under the Florida Tax Exemption guidelines. **Do not permit the vendor to issue cash to settle a sales tax error.** Non-compliance may result in P-Card being temporarily suspended.

Compliance

Use of the Purchasing Card does not relieve you from complying with Federal, State, Local laws, ordinances, regulations, or School Board policies and procedures.

Conflict of Interest

Do not make purchases from vendors that create a conflict of interest, (i.e., purchases from companies owned or operated by School District employee(s) and/or their relatives, etc.)

Documenting Each Transaction

Every transaction must be validated in SAP within 2 business days of receiving the workflow e-mail. If P-Card charges are not validated within 2 business days after first workflow notification, a second e-mail notification will be sent. If the P-Card charges are still not validated within 3 business days from the second notification, a third and final e-mail notification will be sent. This is a reminder that your P-Card charges must be validated in SAP. Failure to comply may result in your P-Card being temporarily suspended until the transaction is verified in SAP.

Every transaction must have valid and complete source documentation from the merchant.

Valid Source documentation should be:

- A legible itemized receipt from the merchant; or one of the following:
 - Order forms for dues, subscriptions, registrations, or similar items.
 - An invoice showing credit card payment

All documentation must include the following:

- Vendor identification (Merchant Name)
- Date the purchase was made.
- Description, quantity, and unit cost of each item purchased.
- Total cost of the order.
- Cardholder name and/or card number.

What to do if there is no documentation:

- If the original documentation is lost, contact the merchant for duplicate. If the merchant will not provide the documentation, complete the P-Card Missing Receipt Affidavit located on the Purchasing Services website.
- Provide the above information along with a justification of the purchase and the loss of the documentation. Lack of original documentation is considered to be a Cardholder violation.
- Missing/Lost receipt affidavit must be attached in lieu of receipt during the transaction verification process.

Declined Transactions:

Possible Reasons For Decline and What To Do:

- Phone orders – The merchant may have recorded the card number and/or expiration date incorrectly. Have the merchant repeat this information before completing the order.
- The merchant's 4-digit Merchant Category Code (MCC) is one of the District's excluded codes.
- The transaction exceeds the monthly dollar limits. Check the dollar amount of the cardholder's transactions that have been made to determine if the limits have been exceeded.
- When all else fails call P-Card Administrator in Purchasing Services at 858-4848.

Keeping Track Of Orders Placed:

Each Cardholder is encouraged to keep an order log for each billing cycle. Keeping track of orders placed will allow dollar limits to be tracked, follow-up on late deliveries, order problems, partial shipments and other order issues.

Please note that late deliveries and partial shipments will be considered purchased and these orders may have already been paid. If the shipment is not received, a credit from the vendor is needed.

Receiving and Inspecting The Goods:

Inspect all goods immediately upon receipt. If there is a problem with the order, contact the merchant immediately. Keep notes on problems and their resolution including names, dates, and conversation results.

F. Paying for Supplies

1. The vendor usually is paid by the bank within 3 days of the order being placed.
2. Accounts Payable will pay the consolidated statements within 14 days from the end of the billing cycle. The School District retains the right to dispute a purchase up to 60 days after the statement date in which the transaction occurred.

G. Returns And/Or Exchanges, Credits, Disputes, and Erroneous Charges

1. The Cardholder must attempt to resolve problems directly with the vendor. The vendor must issue a credit for billing errors, sales tax, defective supplies or unacceptable services, returned supplies or canceled orders. This credit should appear on the Cardholder's statement within 60 days. Do not permit the vendor to issue cash to settle a disputed amount. Under no circumstances may the employee accept cash.

2. If the Cardholder is unable to resolve the issue with the vendor, or Cardholder's credit does not appear on the monthly statement up to 60 days, Cardholder should contact the Bank's Commercial Card Customer Service Group at (**1-877-543-4453**) to resolve the matter. This group may require the Cardholder to fax a Dispute Form (Exhibit 3).

Instructions for Returns and/or Exchanges

- Make arrangements with the merchant before shipping an item for return. The merchant should provide a return authorization number.
- The merchant must credit a return. Any exchange must result in a new transaction. Exchange of like items, for example: different colors or replacement of damaged goods may not require a credit transaction.
- It is a merchant violation to refund cash for a credit card return. It is a Cardholder violation to accept cash.
- Document all returns and exchanges. This information may be needed for a formal dispute.

Disputes: The following may be formally disputed with the Bank:

- Unauthorized charges, including unauthorized phone or mail order charges.
 - Difference in amount authorized by Cardholder and amount charged by vendor.
 - Duplicate charges.
 - The account has not yet been credited but a voucher has been received from the merchant.
 - Failure to receive goods.
 - Returned merchandise.
 - Unrecognized charges.
 - Defective merchandise.
1. When an account is in a dispute status, the Bank pays the Merchant the full amount of the charge and Duval County Public Schools pays the Bank the full amount of the charge and the disputed amount is charged to the Cardholder's budget and included in calculating the available money for authorizations (monthly limits). However, disputed items are removed from all late charges, over-limit fees, past due amounts and calculations.
 2. After the item has been entered as a dispute, the Bank must determine who is responsible by researching the transaction including requesting a copy of the sales draft when necessary.
 3. If the problem is resolved between the merchant and the Cardholder while the item is in dispute, the Cardholder should write the solution agreed upon on the bottom of the *Dispute Form* that was previously faxed to the Bank, and fax it to the Bank as soon as possible.

4. If the Cardholder is not responsible for the transaction, the dispute is settled for the Cardholder and the charge-back process will be initiated against the merchant by the Bank.
5. If there continues to be problems with a particular merchant, the Cardholder should notify the Purchasing Card Administrator of the problems.

NOTE: Each time a transaction is made with the Purchasing Card, the cardholder will receive a SAP workflow e-mail. This e-mail needs to be completed each time it is received, even if an item is being returned or disputed. Once the item is returned or the dispute ruled in the cardholder's favor, a subsequent e-mail will be received that reflects the credit. The subsequent e-mail must be completed as well.

H. *Reporting a Lost or Stolen Purchasing Card*

If a card is lost or stolen, the Cardholder must immediately notify the Bank's customer service at **(1-877-543-4453)** and the Purchasing Card Administrator at 858-4848. Access to the card will be immediately blocked, and the Cardholder shall not be responsible for any charges after the card is reported lost or stolen. The Cardholder must provide the Bank with the purchasing card's 16-digit account number. The Bank will also require the Cardholder to submit written confirmation by fax or by mail of the card cancellation request reported verbally. A replacement card will be issued by the Bank and delivered to the Purchasing Card Administrator.

I. *Purchasing Card Termination*

Revocation of Card: Purchasing Card privileges may be revoked upon the Cardholder's failure to follow School District policies and procedures. The Purchasing Card Administrator will coordinate the revocation of Purchasing Cards. The Purchasing Card Administrator will immediately notify the bank to cancel any such cards.

J. *Violations and Consequences:*

Personal Purchases

- The District must be reimbursed.
- This may result in the card being canceled
- Violation of this policy may be investigated and could result in termination and/or criminal prosecution. In the event of willful or neglectful default of this obligation, the District shall take any recovery action deemed appropriate, which is permitted by law.

Cash or Cash Type Transactions

- The District must be reimbursed.
- This may result in the card being canceled.
- Violation of this policy may be investigated and could result in termination and/or criminal prosecution. In the event of willful or neglectful default of this obligation, the District shall take any recovery action deemed appropriate, which is permitted by law.

Split Purchases (Charges greater than \$5,000 placed on an individual's card within 15 days to the same vendor.)

- Written warning is to be given to Cardholder.
- Cardholder may be required to obtain additional training on use of the program.
- Continued misuse may result in cancellation of the card.

Purchases that exceed the Purchasing Card limits

- Written warning is to be given to Cardholder.
- Cardholder may be required to obtain additional training on use of the program.
- Continued misuse may result in cancellation of the card.

Failure to Provide Documentation

- Any violation of this policy may be investigated and could result in termination and/or criminal prosecution. Human error and patterns of chronic abuse will be taken into consideration.
- Cardholder is to receive a written warning upon the first offense.
- Cardholder may be required to receive additional training. Chronic abuse may result in cancellation of the card and will be investigated as a personal purchase.

Purchases of items specifically prohibited by policy

- Written warning is to be given to Cardholder.
- This may result in the card being cancelled.
- Violation of this policy may be investigated and could result in termination and/or criminal prosecution. In the event of willful or neglectful default of this obligation, the District shall take any recovery action deemed appropriate, which is permitted by law.

Failure to comply with this policy may result in employee removal from the Purchasing Card Program and other disciplinary action as appropriate.

*We reserve the right to waive any procedure within these Purchasing Card Policies and Procedures when it is in the best interest of the district when prior approval is granted.

Duval County Public Schools Purchasing Card Application Form

Request to issue a DCPS Purchasing Card for:

Employee Name

DCPS Employee #

Job Title /Position:

Name of person to receive workflows: _____

School/Department: _____ Org Unit: _____
(Formerly RC)

Telephone: _____ Fax: _____

Account Information:

Cost Center: _____ G/L: _____

Default Functional Area: _____ (Note: May be changed when verifying charges.)

Address for Billing:

School/Department Mailing Address

City

FL
State

Zip

Approving Administrator Signature:

Printed Name: _____ Date: _____

Title: _____

Return to: Purchasing Services, #3001 or fax to 858-4868

BANK OF AMERICA COMMERCIAL CREDIT CARD

DISPUTE FORM

(Please print or type)

CARDHOLDER INFORMATION

Purchasing Card No. _____ Name _____

Address _____

City _____ State _____ Zip _____

DISPUTE REASON

<input type="checkbox"/> Credit not posted (attach credit slip)	<input type="checkbox"/> Charge not authorized
<input type="checkbox"/> Duplicate Posting	<input type="checkbox"/> Merchandise not received
<input type="checkbox"/> Erroneous amount (attach sales slip)	<input type="checkbox"/> Return merch.-no credit received
<input type="checkbox"/> Other	<input type="checkbox"/> Purchase request canceled on _____

MERCHANT INFORMATION

Date of transaction _____ Statement amount of transaction \$ _____

Merchant Name _____ Correct amount of transaction \$ _____

DESCRIBE DISPUTE:

MAIL DISPUTES TO:

1. Bank of America, P.O. Box 15184, Wilmington DE 19850-5184,
TELEPHONE 1-877-543-4453
2. Purchasing Card Administrator, Purchasing Services
FAX: 858-4868

Cardholder Signature

Date

Title

Phone No.

Duval County Public Schools

Cardholder Acceptance Form

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE DUVAL COUNTY PUBLIC SCHOOLS PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL SCHOOL DISTRICT BUSINESS ONLY.

- 1) I understand that I am being entrusted with a valuable tool and will be making financial commitments on behalf of Duval County Public Schools and will strive to obtain the best value for the School District.
- 2) I understand that under no circumstances will I use the Purchasing Card to make personal purchases either for others or myself. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
- 3) I will follow Florida Law, purchasing policies of Duval County Public Schools, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges and/or other disciplinary action.
- 4) I have been provided a copy of the Purchasing Card Policies & Procedures at the training session on _____, and understand the Purchasing Card Program. I have been given an opportunity to ask questions to clarify my understanding of the Program.
- 5) I agree to review and reconcile transactions timely and will maintain all applicable information and receipts.
- 6) I understand that a lost or stolen card must be reported immediately by telephone to BANK OF AMERICA at 1-877-543-4453 (24 hours a day, 7 days a week). A report of the lost or stolen card must also be made to the Purchasing Card Administrator by the beginning of the next business day.
- 7) I understand that I must surrender my card upon termination of employment or transfer at which time no further use of the card is authorized.
- 8) I agree that, should I violate the terms of this Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the District for all incurred charges and any costs related to the collection of such charges.

Cardholder Name (Print)

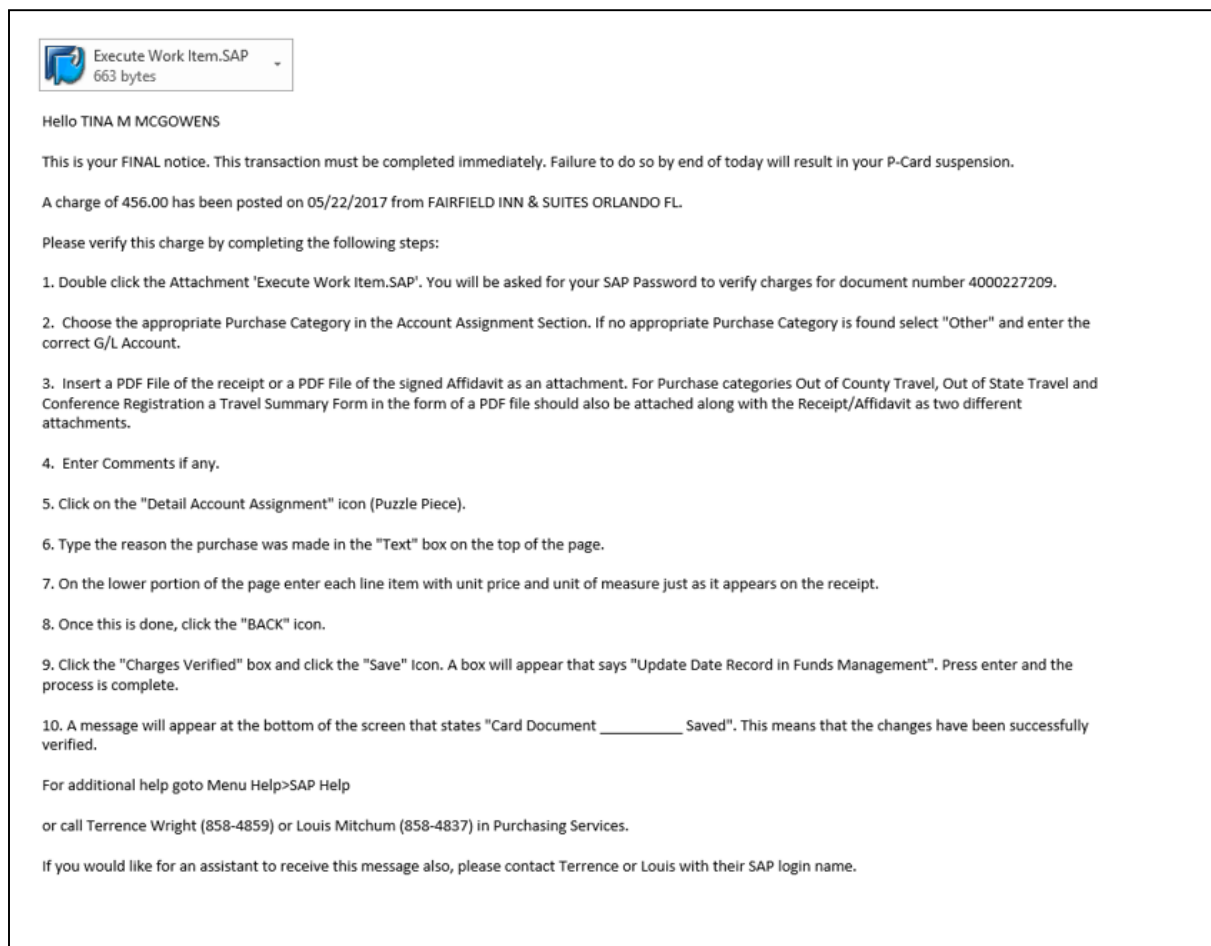
School/Department


Cardholder Signature

Date


P-Card Instructions – Step 1a

1. P-card is used
2. Receive email requesting verification:



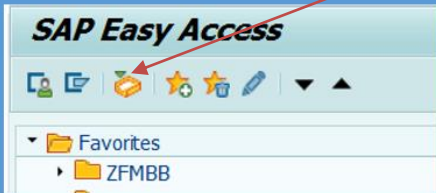
- Double click the attachment in the email -  Execute Work Item.SAP (369 B)
- An SAP log in box will appear.
- Type in your SAP User Name and Password
- Go to Step 2
- See Step 1b that follows for alternative to Step 1a

Note:

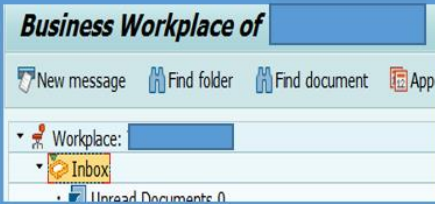
- If you are already logged into SAP, after double clicking  Execute Work Item.SAP (369 B), you will not get a log in box. SAP will automatically create another session with the P-Card document.
- Go to Step 2.

Step 1b

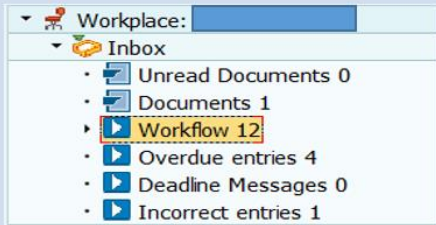
Click on the SAP Easy Access Inbox (A)



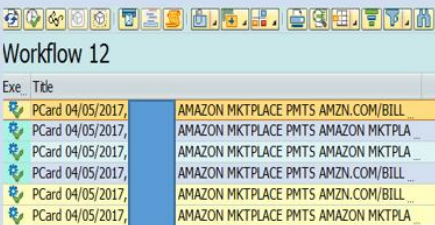
Click on the Workplace Inbox (B)



Click on the Workflow menu item (C)



Select the P-Card document (D)



Step 2

Complete the “Acct Assignment Items for FI Doc.” section by choosing the appropriate “Purchase Category” from drop down. Update the “Cost Center” and “Functional Area” (F/A) if needed.

Card Document Change

Change Documents | Card | Card Documents | Get Manager Info

Document
Document number: 4000226030
☒ Reserve Amount ☐ Reduc. Earmarked ☐ Doc. completed ☐ Can be archived

Card ID
Cardholder: 000309541 TANYA C. WATTS

Transaction Data
Trans. Amount: 440.00 USD
Transaction Date: 04/20/2017 Created On: 04/27/2017
Authoriz. No.: 0000226247
Vendor Name: JACKSONVILLE TRANSPORTATI 904-6303181 FL
Doc.text:

Acct Assgmt Items for FI Doc.

I...	Amount	Choose Purchase Category	G/L acct	Cost Ctr	F/A	F/A Description	Order	Cmnt Item	Fun
1	440.00	Supplies	650510	193010000	6300	Instr and Curr Developmen		510	193

Affidavit instead of
☐ No Receipt av

Comments
Support & Maintenance of Software
Testing Fees
Textbooks-County Free
Textbooks-Flexibility
Textbooks-State Free
Workorders Only-Other Materials & Suppl
Other
Supplies

Download Blank Affidavit Form

Defaults based on Purchase Category Selected

Maintenance Use Only

Step 3

Click on the Detail Account Assignment icon (Puzzle Piece).

Note: a preliminary budget check will be done when the puzzle piece is clicked. If a budget error occurs, a budget transfer will be required before the document can be verified.



(Puzzle Piece)

Step 4

In the "Text" field, type reason and brief description of purchase.

A screenshot of the 'Card Document Change' form. The form has a light blue header with the title 'Card Document Change' and a small icon. Below the header is a row of icons. The form is divided into sections: 'Line Item', 'Transaction Data', and 'Text'. The 'Line Item' section has a table with two columns: 'Line Item' and 'Text'. The 'Line Item' column has a value of '4000226030' and a dropdown menu set to '1'. The 'Text' column has a value of 'Office supplies for the main office'. The 'Transaction Data' section has a table with two columns: 'Trans. Currency' and 'Trans. Amount'. The 'Trans. Currency' column has a value of 'USD' and the 'Trans. Amount' column has a value of '440.00'. The 'Text' field is highlighted with a red box, and a red arrow points to it from above.

Step 5

Enter each line item with unit prices, unit measure, amount (A) as it appears on the receipt. Additional lines can be added or deleted by clicking icons on lower left of screen (B).

The screenshot shows the SAP 'Card Document Change' interface. At the top, there's a menu bar with 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu, there's a toolbar with various icons. The main area is divided into several sections:

- Line Item:** Line Item: 4000227589 1, Text: work van flashlights.
- Transaction Data:** Trans. Currency: USD, Trans. Amount: 50.91.
- Account Assignment Item for FI Document:** Item amount: 50.91, Reserved: 50.91.
- Cost Center:** 132410000, Functional Area: 7700, Fund: 10000, Funds Center: 1324, Commitment Item: 510.
- Table:** A table with columns: Material Description, Quantity, U..., Price, Total Price. It contains two rows: 'FLASHLIGHTS' (2 EA, 40.00, 50.91) and 'Tire Jack' (1 ea, 10.91, 10.91). The 'Tire Jack' row is highlighted in yellow.
- Bottom:** A 'Total Amount' field showing 50.91.

Red arrows and boxes highlight key areas:

- A red box labeled 'A' points to the 'FLASHLIGHTS' row in the table.
- A red box labeled 'B' points to the bottom left corner of the screen.
- A red box labeled 'Trans. Amount must agree with Total Price/Total Amount.' points to the 'Trans. Amount' field and the 'Total Amount' field.

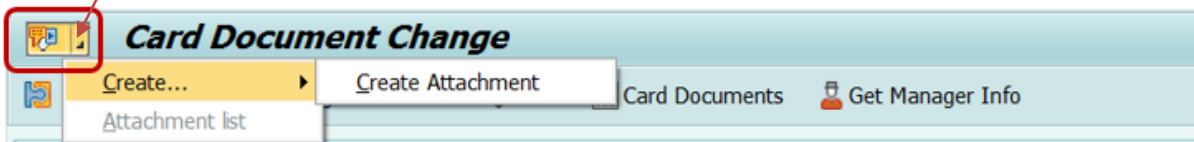
Step 6

Click the green "Back" icon at top of the browser then go to Step 7.



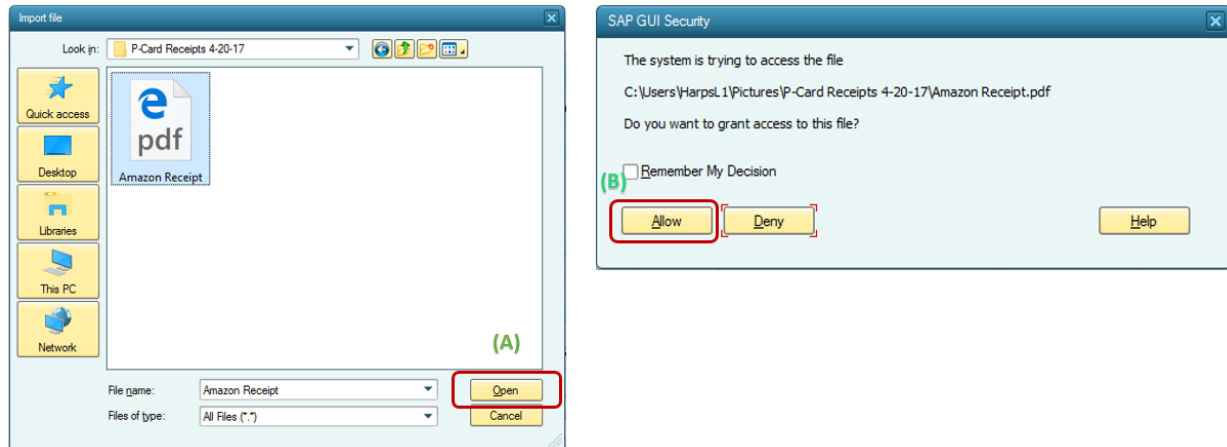
Step 7

Click "Services for Object" icon at top of screen to attach a copy of the receipt. Note: Receipt must be saved in PDF format. Verification cannot be completed without a receipt attached in PDF format. Multiple receipts can be attached.



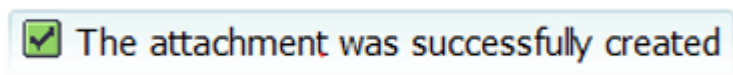
Step 8

A window will pop up to allow saved receipt. Click open (A) to attach receipt and click Allow (B) on SAP GUI security pop up. Attachments cannot be larger than 2MB.



Step 9

A status message will appear at the bottom of screen.



Step 10

The lower portion has a comment box to add any comments that may be helpful to the approval manager or the Accounts Payable department. Comments are stored by user, date, and time.

Comments
Purchased per approval email dated 03/15/17

Step 11

Select the charges verified box (A) and click the “Save” icon (B).

Card Document Change

Change Documents | Card | Card Documents | Get Manager Info

Document

Document number: 4000226030

☒ Reserve Amount ☐ Reduc. Earmarked ☐ Doc.completed ☐ Can be archived

Card ID

Cardholder: 000309541 TANYA C. WATTS

Transaction Data

Trans. Amount: 440.00 USD

Transaction Date: 04/20/2017 Created On: 04/27/2017

Authoriz. No.: 0000226247

Vendor Name: JACKSONVILLE TRANSPORTATI 904-6303181 FL

Doc.text:

☐ Returns (A)

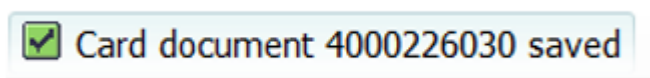
☒ Charges Verified

☐ Approved by Manager

☐ Approved by AP

Step 12

A message appears at bottom of screen stating “Card Document _____ Saved”. This means the charge has been successfully verified.



Additional Information

Select box next to “No Receipt available”

Download Blank Affidavit Form
Complete with signatures to attach in lieu
of receipt

Lost Receipt Instructions:

Indicates comments regarding the missing receipt(s).

Affidavit instead of Receipt

☒ No Receipt available. Signed & Approved Affidavit Attached instead.

[Download Blank Affidavit Form](#)

Comments

Comments field should include reason receipt is missing

GENERAL LEDGER ACCOUNTS

Travel (In-State)

Hotel – 630332
Airplane Ticket – 630332
Conference Registration – 630334

Travel (Out-of-State)

Hotel – 630333
Airplane Ticket – 630333
Conference Registration – 630334

Rental Car

In County – 630331
Out of County – 660332
Out of State – 630333

Furniture & Equipment

660642
Examples Include:
Printers
Scanners
Chairs
Cameras

Postage

630371

Supplies

650510

Audio Visual Materials

660622 (Less Than \$750)

Computer Hardware

660644 (Less Than \$750)

Dues & Fees

670730

Software

660692 (Less Than \$750)