Purchasing Card Manual

Columbia, Missouri

CONTACT DIRECTORY

COLUMBIA PUBLIC SCHOOLS
PURCHASING CARD MANUAL

INTRODUCTION

program is designed to assist in the management and payment of business related purchases and brings many benefits to the cardholder, Columbia Public Schools, and its vendors. The Purchasing Card is a purchasing tool, which offers an extremely efficient and effective method of making small purchases. The Purchasing Card will reduce personal reimbursement requests and other associated paperwork.

This manual describes the policies and procedures for appropriate purchasing card use. By signing the Purchasing Card Agreement form, the employee is promising to comply with program rules and regulations.

CARD ISSUANCE

The Purchasing Card is issued to an employee exclusively. No other person is permitted to use the card. Although the card is issued to an employee, it remains the property of the District and may be revoked at any time.

An employee may only receive a card upon the request of their immediate supervisor. An

Temporary increases:

BENEFITS

BY PHONE/FAX

Billing cycles: Run from the **first day** of the month to the **last day** of the month. If unique circumstances occur and the supervisor is unable to reconcile cardholders transactions by the designated due date, he/she should communicate with the Purchasing Card Administrator at Business Services prior to the 5th day of the month.

Billing Cycle Beginning Date	**Billing Cycle Ending Date**	**Reconciliation and receipts attached are required in WORKS**
July 1, 2019	July 31, 2019	August 7, 2019
August 1, 2019	August 30, 2019	September 9, 2019

PENALTIES: The Program Administrator will suspend the cardholders account if transactions have not been reconciled by the cardholder and supervisor or if a transaction is missing proper documentation after the 7th of the following month. The cardholders account will be reinstated after completion of the reconciliation or addition of proper documentation. Proper documentation and review is integral in the purchasing card program.

Reconciliation/Approval Flowchart

RECEIPTS

Best practice would be to keep your hardcopy receipts for 3-6 months after you attach it to the transaction in Works. You can certainly keep the receipts for longer if you feel necessary or if you need to return any item back to the merchant.

LOST RECEIPTS

If receipts are missing, the cardholder must immediately request a copy of the receipt from the merchant.

RETURNS, DAMAGED SUPPLIES AND CREDITS

Items should be returned directly to the vendor by whichever means the vendor requires. The cardholder is responsible to see that proper credit is posted to his/her Purchasing Card account for any returned items. (See Disputed Charges)

If supplies purchased with a Purchasing Card need to be returned, the cardholder should work directly with the supplier. Often a phone number and other instructions are included on the packing slip and/or receipt.

Vendors will issue all credits directly to the individual Purchasing Card account for any items they have agreed to accept for return. This credit will appear on a subsequent statement. ***UNDER NO CIRCUMSTANCES SHOULD A CARDHOLDER ACCEPT CASH OR A VENDOR GIFT CARD IN LIEU OF A CREDIT TO THE PURCHASING CARD ACCOUNT. THIS WILL RESULT IN SUSPENSION OR TERMINATION OF THE PURCHASING CARD AND MAY LEAD TO DISCIPLINARY ACTION, UP TO AND INCLUDING PROSECUTION AND TERMINATION OF EMPLOYMENT.***

The cardholder must request a credit receipt for returned items. Some companies may not provide this receipt unless requested.

In some cases there may be a restocking fee (usually a percentage of the purchase price).

DISPUTED CHARGES

OR

VIOLATIONS OF PURCHASING CARD

The cardholder assumes responsibility for the protection and proper use of the Purchasing Card.

The Purchasing Card Administrator is required to suspend or terminate the Purchasing Card for any of the following reasons:

The Purchasing Card is used to purchase alcoholic beverages or any substance,

EXPIRATION DATES/RENEWAL OF EXISTING CARDS

Cards have an expiration date of 3 years from the month of issuance.

A renewed Purchasing Card will be sent automatically to the Purchasing Card Administrator thirty (30) days prior to the expiration date of the card. The Purchasing Card Administrator will notify the cardholder when the new card has been received. The cardholder must bring the old card to the Business Services office in exchange for the new card. **(DO NOT SEND THROUGH MAIL).**

PIN # for the Bank of America card

Bank of America purchasing cards inc

The minimum password length is eight characters and the password must contain at least one alpha and one numeric character. Passwords ARE case-sensitive. New passwords cannot match the eight previous passwords.

After clicking the link included in the email and creating a password, **DO NOT attempt to access WORKS using the link in the email again. Create a bookmark in your browser to access WORKS in the future. A shortcut is located in the Portal.**

Home
Expenses
Question 1:
*Answer 1:
*Confirm 1:
Question 2:
Answer 2:
Question 3:

Question 1: What is your favorite sport or hobby?

ACCESSING WORKS

Type

Home Page

The Home Page includes Action Items, Accounts Dashboard, Alerts, and Announcements.

Action Items contain transactions that require your attention. Click on the link in the ***Current Status*** column.

Accounts Dashboard provides information on the Credit Limit, Available Credit, and % of Credit Limit Used. The Available Credit amount calculates only posted transactions. If there are outstanding authorizations that have not posted yet to Works, those amounts are not included in the Available Credit.

Authorizations and Declines

You can viewing outstanding authorizations by clicking on the Account ID number XXXX in the Accounts Dashboard section then View Auth Log. That will pull up the recent authorizations and declines.

Reviewing details of a transaction

Expenses

Cardholder responsibilities	Supervisor responsibilities
Review the details	Review the transaction for appropriateness
Enter a comment if needed	Review and change key/object if needed
Review and change the key/object	Check for a receipt

Note: Budget codes are restricted

Adding an electronic receipt to a transaction

This section provides the information needed to upload, store, and remove uploaded receipt images in WORKS. Users may upload and store receipt images in their Receipts storage queue for processing later. Removing a receipt image from the Receipts view removes the image from storage but does not remove it from any document to which it is attached. Instructions to remove an attached receipt image from a payable document are also included in this section.

Notes:

Receipts must be attached before you sign off

Receipt images can be uploaded or faxed.

Receipt image uploads must be performed one at a time.

Each uploaded receipt image must be less than one MB to upload.

Step 1 Adding the receipt to a transaction

To upload a receipt image from your desktop into Works or attach a stored receipt and attach it to a transaction complete the following:

1.

To...	**Then...**
Upload a receipt image and attach it to a transaction/or reimbursement	Click **Expenses** > **Transactions** > Transactions Pending Sign Off display. **Click the TXN#** of the transaction associated with the receipt image. The single-action menu displays.

1. Select **Manage Receipts.** The Receipts screen displays.
2. Click **Add**. A drop-

	Click **Open**. The file name displays in **File to Add**. Enter a **Description** in the box. Click **OK**. A confirmation message displays. This completes the procedure.

Cardholder Sign Off

4. To sign off on a transaction, complete the following:

   Click **Expenses** > **Transactions** > **Approver**. The Pending Sign Off screen displays by default.

   Select the check box for each desired **Document**. The action buttons become enabled.

   Click **Sign Off**. The Confirm Sign Off window displays.

   Enter **Comments**, if desired.

   Click **OK**. The Pending Sign Off screen displays a confirmation message. The transaction moves to the Signed Off tab.

   (This completes the procedure)