

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

**CONTENTS
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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	8
E. Placing the Order.....	8
F. Reconciling Monthly Statements.....	11
G. Paying for Supplies or Services	12
H. Return and/or Exchanges, Credits, Disputes, & Erroneous Charges.....	12
I. Reporting a Lost or Stolen Purchasing Card.....	14
J. Purchasing Card Termination	14
K. Violations and Consequences	14
EXHIBITS	
1. Purchasing Card Application Form.....	16
2. Purchasing Card Modification Form	17
3. Dispute Form	18
4. Cardholder Acceptance Form	19
SAP INSTRUCTIONS	20
1. General Ledger (GL) Guide.....	22

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 Wachovia).
- **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 maintains the original receipt or copy of the original receipt for monthly remittance.
- The Cardholder receives SAP workflow e-mail directing where and how to log transaction into SAP Enterprise Software.
- The vendor receives payment for the merchandise usually within 3 days.
- The Cardholder receives a monthly memo statement.
- The Cardholder reconciles all purchases and credit activity to the memo statement attaches all original merchant documentation or copy of original and forwards it to the Approving Administrator.
- The Approving Administrator signs the memo statement then forwards the memo statement and attached merchant documentation to Business Services.

- Accounts Payable receives a monthly consolidated statement for the School District.
- Accounts Payable pays the consolidated statement to 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;
- Reviewing the monthly statement that includes transactions during the cycle period for accuracy within (7) seven days of receipt;
- Identifying and handling disputed charges and reporting discrepancies to vendor;
- Signing the monthly statement and forwarding to Approving Administrator for review;
- Immediately reporting a lost or stolen card by calling 1-877-543-4453;
- Turning in card to the Purchasing Card Administrator upon transfer, resignation, or termination.

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

- Ensuring authorized Cardholders in department are aware of guidelines and follow the guidelines;
- Reviewing the monthly statement that includes transactions during the cycle period;
- Approving the statement for Cardholder purchases;
- 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;
- Pursuing supplier discount opportunities;
- Evaluating Purchasing Card feedback from suppliers;
- 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;
- Monitoring the program's aggregate monthly spending relative to the aggregate established credit limit with the Bank for potential required increases.

D. *Internal Auditing* is responsible for conducting periodic audits and reporting findings.

E. *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. The Purchasing Card Administrator will write "See photo ID" in the signature space on the back of each card.
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*

1. All requests for modifications to permanently decrease Cardholder limits must be submitted by the Approving Administrator to the Purchasing Card Administrator by submitting a Purchasing Card Modification Form (Exhibit 2).
2. Limits will be raised to allow the following charges on the Purchasing Card:
 - a) Conference Registration Fees,
 - b) Airline Tickets,
 - c) Hotel Charges.

If any of these charges are above \$750 but less than \$5,000, contact the Purchasing Card Administrator. If any of these charges are greater than \$5,000, the cardholder's Approving Administrator must contact the Purchasing Card Administrator to increase the limit. Any other requests for limit increases will be handled on a case by case basis.

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

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 and "See Photo ID" will be written on the magnetic strip on the back, requiring ID to be shown to the cashier.

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. Internet purchases must be made over a secured transmission. **No back ordering** is allowed when using the Purchasing Card.

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 #85-8012565050C** 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 – using multiple transactions to stay within spending limits.

Inappropriate Purchases:

- Alcoholic Beverages
- Building Repairs
- Capital Equipment

- 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)
- Furniture or Equipment above \$749.99
- Gambling
- Gas and Oil Products
- Gift Certificates
- Incentives (unless proper funds are available)
- Items Stocked in the District Warehouse
- Holiday Items (unless proper funds are available)
- IPODS
- Legal Services
- Meals
- Medical Services
- Service or Maintenance Agreements
- Vehicle Expenses – example: fuel products, auto parts and repairs
- Any other restrictions that may be placed by the Approving Administrator

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. Misuse of the Purchasing Card shall be subject to the immediate revocation of Purchasing Card privileges. Resolution of situations involving improper use of the Purchasing Card will be handled by the appropriate authority in accordance with School District Policies and Procedures, and reported to the Purchasing Director.

Sales & Use Tax

The School District is exempt from paying any State of Florida (and generally all other states') 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 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. **Do not permit the vendor to issue cash to settle a sales tax error.** If you have a problem with any vendor about sales or any other tax, please contact the Purchasing Card Administrator.

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 entered into SAP within 48 hours of receiving the workflow e-mail. Every transaction must have valid and complete source documentation from the merchant.

Valid Source documentation should be:

- A receipt from the merchant; or one of the following:
 - A packing slip, listing individual items and cost for each, at the time of delivery.
 - 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 to provide it. If the merchant will not provide the documentation, 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.

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. *Reconciling Monthly Statements*

1. ***The Bank*** will provide the Cardholders with monthly memo statements for verification of charges and reconciliation.

2. **The Cardholder** must verify receipt of goods or services for all purchase transactions on the monthly memo statement and match each one to corresponding supporting documentation (such as invoices, charge slips, receipts and packing slips). The Cardholder must also verify all credit transactions were processed.

Upon fully reconciling the monthly statement, the Cardholder submits a signed copy of the memo statement with the merchant documentation to the Approving Administrator who will review, sign, and forward to Business Services within seven (7) days.

G. Paying for Supplies

1. The vendor 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.

H. 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.

I. *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.

J. *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.

K. *Violations and Consequences:*

Personal Purchases

- The District must be reimbursed immediately.
- 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 immediately.
- 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 (Items costing above \$750, split between transactions.)

- 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.

Duval County Public Schools Purchasing Card Application Form

Request to issue a DCPS Purchasing Card for:

Employee Name _____ DCPS Employee # _____

Job Title /Position: _____

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

Telephone: _____ Fax: _____

Account Information:

Cost Center: _____ G/L: _____

Single Purchase Limit: \$ _____ Monthly Limit: \$ _____

Address for Billing:

School/Department Mailing Address

City _____ FL _____ State _____ Zip _____

Approving Administrator: _____
Signature _____ Date _____

Title: _____

Return to: Purchasing Services

Duval County Public Schools Purchasing Card Modification Form

Request to change/update Cardholder information for: _____

Employee Name

Employee No.: _____

Job Title/Position: _____

School/Department: _____ R/C Number: _____

Telephone: _____ Fax: _____

Requested Changes (Check which are applicable)

Monthly Limit

Current Monthly Limit: \$ _____

Requested Monthly Limit: \$ _____

Single Purchase Limit

Current Single Purchase: \$ _____

Requested Single Purchase: \$ _____

Employee Signature _____ Date: _____

Approving Administrator: _____ Date: _____

Title _____

Return to: Purchasing Services: 4880 Bulls Bay Highway, CSC Bldg. #3003

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

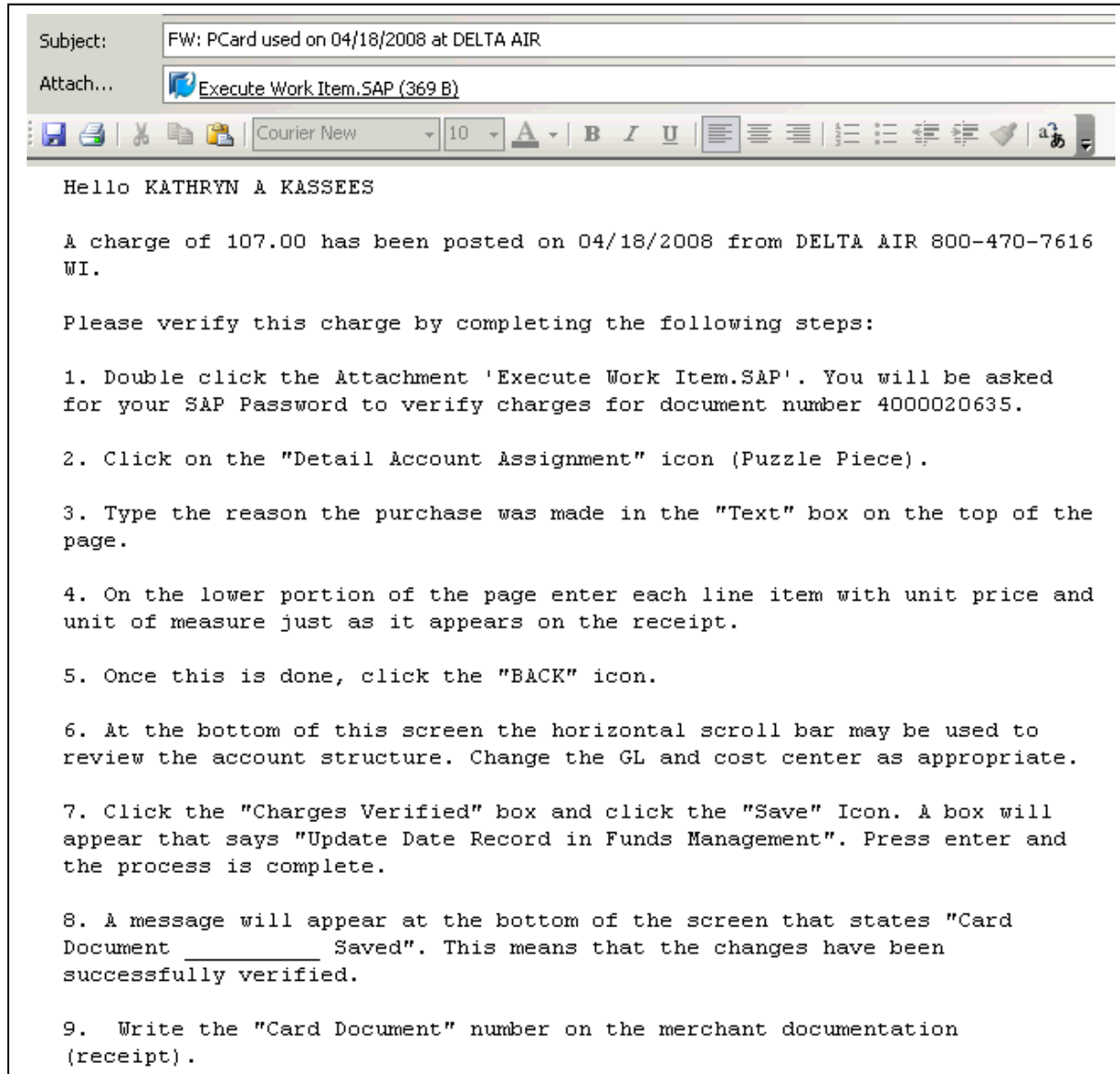
Cardholder Signature

Date

Exhibit 4

P-Card Instructions – Step 1

1. Use P-card
2. Receive email requesting verification:



- Double click the link 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

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.

P-Card Instructions – Step 2

Card Document Change

Consumption Change Documents Card

Document
 Document number 4000020635
 Reserve Amount Reduc. Earmarked Doc.completed Can be archived

Card ID
 Card type VISA
 Card no. 000094671
 Cardholder Name KATHRYN A KASSEES

Organization
 Company Code 0016
 FM Area 0016
 CO Area 0016


Transaction Data
 Trans. Currency USD
 Trans. Amount 107.00
 Net amount 107.00
 Tax amount 0.00
 Transaction Dte 04/18/2008
 Authoriz. No. 0000020855
 Vendor Name DELTA AIR 0067104359631 ATLANTA GA
 Doc.text

Returns
 Calculate tax
 Charges verified

Acct Assgmt Items for FI Doc.

itm	Gross amount	G/L Acct	Cost Ctr	Order	WBS Elem.
1	107.00	650511	323810000		

For Single Account Assignment

- Change the G/L Account Number
- Verify the Cost Center (Cost Ctr), change if needed.
- Click on the Detail Account Assignment icon -  Puzzle piece
- Go to Step 3

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)

P-Card Instructions – Step 2 cont.

Card Document Change

Consumption
Change Documents
Card

Document

Document number

Reserve Amount Reduc. Earmarked Doc.completed Can be archived

Card ID	Organization
Card type <input type="text" value="VISA"/>	Company Code <input type="text" value="0016"/>
Card no. <input type="text" value="000094671"/>	FM Area <input type="text" value="0016"/>
Cardholder Name <input type="text" value="KATHRYN A KASSEES"/>	CO Area <input type="text" value="0016"/>

Transaction Data

Trans. Currency

Trans. Amount Returns

Net amount

Tax amount Calculate tax

Transaction Dte Charges verified

Authoriz. No.

Vendor Name

Doc.text

Acct Assgmt Items for FI Doc.

itm	Gross amount	G/L Acct	Cost Ctr	Order	WBS Elem.
1	50.00	650510	315310000		
2	57.00	630331	315310000		

For Multiple Account Assignments

- Enter Gross Amount for first Assignment
- Change G/L Account for Item 1
- Verify Cost Center (Cost Ctr), change if needed for Item 1
- On next line, enter Gross Amount of second assignment
- Enter G/L and Cost Center for Item 2
- Continue for each multiple account assignment.
- Click on the Detail Account Assignment icon - Puzzle piece
- Go to Step 3

P-Card Instructions – Step 3

Card Document Change

Line Item

Line Item: 4000020635 1 Completion ind.

Text: Air transportation for Teacher conference

Transaction Data

Trans. Currency: USD

Trans. Amount: 107.00 Calculate tax

Account Assignment Item for FI Document

Gross amount: 107.00

Net amount: 107.00

Tax amount: 0.00

Reserved: 107.00

Tax code: Jurisdict. Code:

Cost Center: 315310000 Functional Area: 7300

Fund: 10000 Funds Center: 3153


Order:

Commitment item: 510

[More](#)


Material Description	Quantity	UoM	Price
Air travel to Atlanta	1	ea	107.00

- Type in reason for purchase in Text Field
- Verify the Functional Area is correct – change if necessary.
- Type in detail of purchase in Material Description (this will be an itemized list of the charge)
- Enter Quantity
- Enter Unit of Measure (UoM)
- Enter Price



- If there are multiple items in this purchase, list them individually under Material Description.
 - If more than nine lines are needed, scroll to the bottom of the page and click  to add a line. Click once for each additional line needed.
 - Keep in mind that the screen will only show 9 items. An item you have already entered may not show on the screen. Use the scroll bar on the right to see all entries.



Account Assignment Item for FI Document

Gross amount	107.00		
Net amount	107.00		
Tax amount	0.00		
Reserved	107.00		
Tax code	Jurisdiction Code		
Cost Center	315310000	Functional Area	7300
Fund	10000	Funds Center	3153
		Order	
Commitment item	510		



Material Description	U...	Price
AIR TRAVEL TO ATLANTA	EA	100.00
BOOKING FEE	EA	7.00

- If this is for a Single Account Assignment – click the green Back button  go to Step 4
- If this is for Multiple Account Assignments – click the Next Item button  and repeat Step 3 for each Account Assignment. Then go to Step 4

P-Card Instructions – Step 4

Card Document Change

Consumption Change Documents Card

Document
 Document number: 4000020635
 Reserve Amount Reduc. Earmarked Doc. completed Can be archived


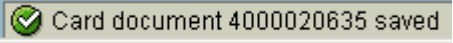
Card ID
 Card type: VISA
 Card no.: 000094671
 Cardholder Name: KATHRYN A KASSEES

Organization
 Company Code: 0016
 FM Area: 0016
 CO Area: 0016

Transaction Data
 Trans. Currency: USD
 Trans. Amount: 107.00 Returns
 Net amount: 107.00 Calculate tax
 Tax amount: 0.00 Charges verified
 Transaction Dte: 04/18/2008
 Authoriz. No.: 0000020855
 Vendor Name: DELTA AIR 0067104359631 ATLANTA GA
 Doc.text:

Acct Assgmt Items for FI Doc.

Itm	Gross amount	G/L Acct	Cost Ctr	Order	WBS Elem.
1	107.00	650510	315310000		

- Click the box next to Charges Verified.
- Click the Save button .
- SAP will return a screen with a message at the bottom that lists your document number .
- Your P-Card verification has been successful and this process is complete.

For detailed instructions use the DCPS Help Screens. To access the help screens, once in the SAP document, use the top menu bar and select Help then DCPS Help.