

Procurement Cards

Riverview Gardens School District participates in the UMB Bank Visa Accounts Payable Card Program. The purpose of the Accounts Payable Card Program is to establish a more efficient, cost effective method of Accounts Payable and paying for transactions when purchase orders are not feasible or cost effective.

Procedures: Use of a procurement card replaces individual vouchers, purchase orders, and the use of personal funds reimbursed by vouchers. The procurement card is not intended to bypass appropriate Accounts Payable procedures. Rather, it supplements the existing processes available. The Program can be used for in-store purchases as well as mail, phone, internet or fax orders. Purchases are for the use and benefit of the District.

NO PERSONAL PURCHASES ARE ALLOWED

Some vendor types have been blocked from usage with this procurement card. If you present your card to any of these merchants, the transaction will be declined.

Some examples of vendor codes that have been blocked are:

- Financial Institutions
- Liquor establishments
- Weapons and Ammunitions providers
- Insurance services
- Some service providers

Merchants are paid within days of the business transaction. Please request that merchants give detailed description of goods on every receipt, not just "misc." The Riverview Gardens School District is exempt from Missouri sales or use tax. Information on the tax-exempt status appears on the back of the procurement card. The tax-exempt number is shown on the front of the card.

BE SURE TO REMIND THE VENDOR OF THE TAX EXEMPT STATUS WHEN MAKING A PURCHASE.

If you have any questions about the program or need additional information, please contact the Business Office at (314) 869-2505 ext 2420.

ACCOUNTS PAYABLE CARD USE PROCEDURES

Obtaining a card

All cards are issued upon agreement between the administrator and the Business Office.

- The Business Office determines who is eligible for a card, authorizes cardholder limits, and audits transactions. The cardholder submits documentation in a timely manner, controls spending, maintains accurate records.
- The Business Office arranges for acquiring the card and cardholder training. Employees' signature on the Procurement Cardholder Agreement indicates their understanding of the intent of the program and their agreement to abide by the established guidelines. The card will be issued after receipt of the signed Agreement.

Although the card maybe issued in the employee's name, it is the property of the Riverview Gardens School District and is only to be used for District purchases as defined in this agreement.

Canceling a card

Should the Business Office deem the cardholder is abusing the card or not following proper procedures per the agreement the procurement card will be canceled immediately. See Two Strike Policy and Procurement Card Agreement.

Reporting a lost or stolen card

The Procurement Card is a valuable asset and should be maintained with security and protection. In the event a card is lost or stolen, contact UMB Bank immediately at 1-800-821-5184 or 1-816-843-2458. Next, inform the Business Office during regular business hours at 314-869-2505 ext. 2420. A replacement card generally takes seven to ten days.

Accounts Payable Card Security

Only the authorized cardholder may initiate use of the card. Safeguard cards and card numbers against use by unauthorized individuals. Employees are responsible for the security of their card and the transactions made against it. The card is issued in their name (department) and any purchases made against the card are their (department supervisor) responsibility. Use of the card not in accordance with guidelines established may result in personal liability.

Record Keeping and Documentation

To facilitate the reconciliation and approval process, the cardholder is responsible for keeping all credit card slips, cash register receipts, packing slips, etc. If a detailed invoice cannot be obtained, a detailed itemization of the charges must be attached when sent to the Business Office.

The cardholder maintains a transaction log for each purchase and phone order. The cardholder should log all pertinent data onto the transaction log. The transaction log will be audited from time to time by the Internal Auditor.

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 problems with delivery, discrepancies and damaged goods **NOT the Business Office.**

If goods or materials are ordered by telephone, catalog, fax or via the internet, please complete the lower portion of the Procurement Card Request Form. Complete the form and send a copy to Accounts Payable. The Accounts Payable Department will need this information to match with invoice.

For telephone, catalog, fax or internet orders, make sure complete shipping address and instructions are given along with cardholder's name (e.g., name, department name, complete street address, room number, city, state, zip code). Ask the vendor to include a **detailed** sales receipt in the package and explain the District is a tax-exempt organization. Save credit card receipts and shipping documentation to be submitted to the Business Office.

Lost Receipts

If a receipt is lost, contact the supplier to obtain a copy. Cardholder will be personally liable for charge(s) and a payroll deduction maybe occur to recoup charges. You will receive one warning from the Business Office if receipt is missing. If a second receipt is missing within a three month period, cardholder may lose procurement card privileges.

Reconciliation, Approval and Payment Process

To facilitate reconciliation and approval of the monthly statements, it is mandatory that cardholders obtain and retain documentation for all purchase. Maintaining the detailed monthly transaction log by each cardholder is also mandatory for reconciliation purposes.

Procurement Card Transaction Logs should be kept in a safe and secure place. Sales receipts should be given to the Business Office within 15 days of transaction or return from professional development travel. The Business Office receives monthly statements from UMB Bank to reconcile procurement card transactions. Make a photocopy of all sales receipts and invoices for your records. **Records must be maintained for three years.**

Resolving Errors, Disputes, Returns and Credits

The cardholder is responsible for contacting and following up with the vendor on any erroneous charges, disputed items or returns as soon as possible. (Most issues can be resolved this way).

If resolution does not occur, fill out a Vendor Dispute Form and send it to the Business Office. The dispute form will be forwarded by the Business Office to UMB Bank for resolution with the vendor. The bank must be notified of any disputed items within 60 days. **In the event of fraud notify the Business Office immediately.**

If inappropriate or questionable purchases appear, the employee should supply a justification. If the justification is insufficient, steps should be taken to return the goods or the employee will pay for the charges possibly through payroll deduction.

Appendix: Commonly Excluded Purchases

- Alcoholic Beverages
- Automotive Repairs
- Business Cards
- Capital Equipment and Upgrades
- Cash Advances
- Construction, Renovation or Installation
- Entertainment
- Leases, Rentals
- Maintenance Agreements
- Personal Items
- Photocopies
- Postage
- Printing
- Purchases involving trade-in of District property
- Telephones, Related Equipment
- Most Services
- Weapons, Ammunition

Additionally, all cardholders are required to sign a Two Strike Agreement.

Responsible

Department: Business Manager