

**SELMA CITY SCHOOLS**

**PURCHASING  
CARD  
PROGRAM**

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# **PURCHASING CARD PROGRAM**

## **GENERAL GUIDELINES AND PROCEDURES FOR CARD USAGE**

The following information is provided to Selma City Board of Education (SCBOE) employees who are authorized to make purchases through the Regions VISA Purchasing Card Program. The Purchasing Card is a convenient and efficient method to purchase items or services on behalf of SCBOE. The card can also be used for approved travel expenditures.

### **Contact Information**

- SCBOE Accounting Department: 334-876-4442 grindal.harris@selmacityschools.org
- Card Services: 1-888-934-1087 (24/7 service)
- A designated individual in the Accounting Office will serve as the SCBOE card administrator.

### **Guidelines for Card Usage**

- 1) Each card should be kept with the same security protection as cash.
- 2) Each card will have a credit limit that will be established when the card is issued.
- 3) Each card may be restricted from making purchases from certain merchants.
- 4) Each user will ensure that items purchased are received before payment is made. (For ordered items, there must be a merchant agreement with the financial institute that prohibits billing prior to the ship date.)
- 5) Each user will be responsible for obtaining itemized receipts.
- 6) Each user will be responsible for receiving tax exemption where applicable. (Items purchased in Alabama or delivered to Alabama are tax exempt. Out of state merchants having locations within Alabama may choose to offer tax exemption, but are not legally obligated.)

### **Restrictions on Card Usage**

The purchasing card is prohibited for the following uses:

- 1) Cash
- 2) Purchase of items for which an annual contract or master agreement has been established
- 3) Purchase of microcomputer software and hardware (technology personnel exempt)
- 4) Purchase of a non- work related nature
- 5) Purchase of gasoline for a personal vehicle.

The department head will be responsible for carrying out disciplinary actions for any violations committed by employees.

### **Using the Card for Travel**

The card may be used for certain travel expenses such as conference or meeting registration, hotel, restaurants, airline, car rental, and other transportation modes as approved. SCBOE's rules and regulations for travel expenditures are applicable when using the purchasing card. Notifying the Accounting Office of specific travel plans in advance could diminish the possibility of purchases being blocked.

### **Reasons the Card May Be Refused**

If an attempt to make a purchase is declined at the point of sale, the following may have occurred:

- 1) The card has been blocked by Card Services due to suspicious activity.
- 2) The card has exceeded the credit limit.
- 3) The vendor/merchant is blocked.

To find out why the card was declined, notify the Accounting Office.

### **Disputed Charges**

A charge should be disputed when the following occurs: 1) a transaction not made by a SCBOE employee posts to the account, or 2) when the amount of the transaction does not match the amount on the sales receipt or invoice.

Steps to follow:

- 1) Contact the supplier to resolve the issue and request a copy of the sales receipt or invoice.
- 2) If the card was overcharged, request a credit transaction from the supplier.
- 3) If the charge could not be resolved, notify the Accounting Office.
- 4) The disputed amount should be added to the receipt log. Enter the description as "Disputed Transaction". When the issue is cleared, you will receive a credit.

### **Cash Refund**

Cash refunds are not allowed. All refunds must be issued as a credit to the purchasing card.

### **Lost or Stolen Cards**

In the event a purchasing card is lost or stolen, immediately call Card Services at 1-888-934-1087 (24/7 service). Contact the SCBOE Accounting Office during regular business hours to report the incident.

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### **Sales and Use Tax**

The SCBOE purchasing card indicates that the Selma City Board of Education is tax exempt. It is the responsibility of the user to remind the merchant of tax exemption. If tax is charged where it is legally exempt, it is the responsibility of the user to have a credit issued. If a credit is not received, the user must pay the Selma City Board of Education the amount of the tax charged.



### **Procedures for Using School Purchasing Cards**

- 1) The school bookkeeper will serve as the school level designee for handling the school cards.
- 2) A Purchase Approval Form must be completed for each purchase. All purchases must be approved prior to the transaction by the school principal. Purchases with federal funds must also be approved by the federal funds coordinator prior to the transaction.
- 3) Each employee using the purchasing card must sign a Purchasing Card Agreement before taking possession of the card for his/her initial use. The original signed agreement must be kept on file and a copy given to the employee.
- 4) The bookkeeper should have the employee sign the purchasing card sign in/out form upon receipt and return of the card.
- 5) Receipts and any supporting documentation must be turned in to the bookkeeper daily.
- 6) A receipt log must be kept for **each** card. All receipts and credit receipts should be entered on the receipt log. The receipt log serves as documentation that items have been received, and as the means to verify the monthly statements.
- 7) The bookkeeper is responsible for reconciliation as outlined under "Record Keeping and Reconciliation, Schools".

### **Procedures for Using Board Member Cards**

- 1) The Superintendent's secretary will serve as the designee for the handling of Board Member purchasing cards.
- 2) Each individual using the Board Member purchasing card must sign a Purchasing Card Agreement before taking possession of the card for his/her initial use. The original signed agreement must be kept on file and a copy given to the individual.
- 3) The card user should sign the purchasing card sign in/out form upon receipt and return of the card. The card user is responsible for adhering to the guidelines for card usage.
- 4) A receipt log must be kept for each card. All receipts and credit receipts should be entered on the receipt log. The receipt log serves as documentation that items have been received, and as the means to verify the monthly statements.
- 5) The designee is responsible for reconciliation as outlined under "Record Keeping and Reconciliation, Individual Cardholders".

### **Procedures for Using Purchasing Cards Issued to Individuals**

- 1) Each employee using the purchasing card must sign a Purchasing Card Agreement before taking possession of the card. The original signed agreement must be kept on file in the Accounting Office and a copy given to the employee.
- 2) A receipt log must be kept by the cardholder. All receipts and credit receipts should be entered on the receipt log. The receipt log serves as documentation that items have been received, and as the means to verify the monthly statements.
- 3) The cardholder is responsible for reconciliation as outlined under "Record Keeping and Reconciliation, Individual Cardholders".

## **RECORD KEEPING AND RECONCILIATION**

The billing cycle for the SCBOE purchasing cards closes at the end of each month.

### Schools

- 1) Check transactions on the receipt log against transactions on the statement. (For transactions that have not posted yet, copy for the next cycle and mark through on the current receipt log.)
- 2) Total the transaction amount column on the receipt log and write in the total amount at the bottom of the column. This should match the balance due on the statement. The receipt log and statement must match before any further steps are taken.
- 3) The principal must review and sign the receipt log.
- 4) Make a copy of the receipt log for each source of funds (local school, general fund, title, etc.) On each copy, highlight the transactions to be paid by that specific fund source and attach the original receipts and approval forms for those transactions.
- 5) For local school funds, issue a purchase order for the amount to be paid to the Selma City Board of Education. Keep the original paperwork and make a copy to submit to the Accounting Office.
- 6) For other fund sources, keep a copy and submit the originals to the Accounting Office.
- 7) The reconciliation paperwork should be submitted in one packet to the Accounting Office, usually due the second Wednesday of each month when other school payments are due. (The local school portion may be included in the check with the school's other payments, but there must be a separate purchase order for the purchasing card.)
- 8) The reconciliation packet should contain the following in order:
  - a. purchase order, with statement attached
  - b. copy of receipt log, with copies of receipts for local school funds attached
  - c. copy of receipt log for each additional fund source, with original receipts and approval forms attached

### Individual Cardholders

- 1) Check transactions on the receipt log against transactions on the statement. (For transactions that have not posted yet, copy for the next cycle and mark through on the current receipt log.)
- 2) Total the transaction amount column on the receipt log and write in the total amount at the bottom of the column. This should match the balance due on the statement. The receipt log and statement must match before any further steps are taken.
- 3) Sign the receipt log. Attach the statement and original receipts for transactions listed.
- 4) The department head must review and sign the receipt log. For individuals serving as department heads, the Chief School Financial Officer must review and sign.
- 5) Submit the receipt log to the Accounting Office by the 5th of each month.

# PURCHASING CARD APPROVAL FORM

Purchaser's Signature \_\_\_\_\_ Date \_\_\_\_\_

Federal Funds Coordinator's signature \_\_\_\_\_ Date \_\_\_\_\_



**SELMA CITY BOARD OF EDUCATION**  
**PURCHASING CARD AGREEMENT**

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE SELMA CITY BOARD OF EDUCATION 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 the Selma City Board of Education (SCBOE) and will strive to obtain the best value for the School District.
  - 2) I will follow Alabama law, the Alabama State Department of Education purchasing guidelines, the purchasing policies of the Selma City Board of Education, 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. I understand that the use of the Purchasing Card for anyone's personal use is subject to criminal prosecution.
  - 3) I have been provided a copy of the Purchasing Card General Guidelines, and understand the Purchasing Card Program. I have been given an opportunity to ask questions to clarify my understanding of the Program.
  - 4) I agree to inform merchants that purchases with the card are exempt from Alabama sales tax. I understand that I will be required to reimburse SCBOE for Alabama sales tax charged to the card (unless there is a tax exempt modification, i.e. certain travel expenses).
  - 5) I agree to review and reconcile transactions timely and will maintain all applicable information and itemized receipts. I understand that I will be required to reimburse SCBOE for purchases not supported by a receipt with an itemized listing.
  - 6) I understand that a lost or stolen card must be reported immediately by telephone to Regions 24/7. The SCBOE Purchasing Card Administrator should also be notified during normal business hours.
  - 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.
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- 8) I understand that should I violate the terms of this Agreement I will be subject to disciplinary action, and that I will be held responsible for reimbursement of any incurred charges not in compliance with the Purchasing Card Program and any fees related to those charges.

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Cardholder Name (Print)

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School/Department

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Cardholder Signature

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Date

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Card Administrator Signature

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Date

SCBOE PURCHASING CARD RECEIPT LOG  
SCHOOLS

Ref #	Vendor Name	Description of Purchase	Receipt Date	Receipt Amount	Purchaser's Signature	General Ledger Account #/ Specified Allocations (Teacher, Library, Janitorial, Copier)	Activity OR Fund Source

CARD NAME: \_\_\_\_\_

PRINCIPAL/DESIGNEE SIGNATURE: \_\_\_\_\_

STATEMENT DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



# SELMA CITY PUBLIC SCHOOLS

P. O. Box 350

Selma, Alabama 36702-04350

Phone: (334) 874-1600

Fax: (334) 874-1604

## Tax Charges on Purchasing Card

Attached is a copy of a purchase made on the Selma City Board of Education's purchasing card. There were taxes charged on the receipt for a purchase made in the state of Alabama where as a school system we are tax exempt. Please fill out the bottom portion of this memo stating why taxes were charged on this purchase and return to the Accounting Department at the Central Office. This document will be kept with our purchasing card statements to assist our auditors at year end. If for any reason the Superintendent and/or the Chief School Financial Officer do not find your reasoning to be legitimate, you may be responsible for repayment of these funds.

School Name: \_\_\_\_\_

Card Users Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Amount of Tax: \_\_\_\_\_

Legitimate Reason Tax was Charged

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Signature\_\_\_\_\_

Date\_\_\_\_\_