

Raymore - Peculiar School District

Visa Purchasing Card User Manual

Purchasing Card System User Introduction

The ***Raymore-Peculiar School District*** Purchasing Card Program is designed to allow you to handle small dollar purchases without delays or paperwork. This Cardholder manual has been developed to assist you in better understanding the program by answering some typical questions you may have as you begin using your card and also by providing step by-step instructions on the use of the card.

This manual specifically governs the ***Raymore-Peculiar School District*** Purchasing Card System. Please take the time to read and understand the process before you begin using the card.

- 1 Make sure you have read this manual thoroughly and understand applicable policies and procedures.
- 2 Discuss any questions with your Supervisor and the Program Administrator.
- 3 Read and sign the Employee Agreement Form.

Making a Purchase

Under the purchasing card system, cardholders make purchases for school and business items only. **Raymore-Peculiar School District's Missouri Tax ID # is printed on the face of the card. It is your responsibility to be certain that no sales tax is charged on any transaction.**

Only expense items can be charged. Under no circumstances may the card be used for the following:

- *Alcohol*
- *Tobacco*
- *Weapons/Firearms*
- *Cash Advance*
- *Gambling*
- *Capital Projects Items (over \$1000 for each item)*
- *Fuel (unless it is for a school vehicle)*
- *Personal Use*

Keeping Records

To facilitate reconciliation and approval of the monthly statements, it is mandatory that cardholders obtain and retain supplier documentation for purchases made in person or conducted by telephone or online ordering. Examples of acceptable documentation are:

- Itemized supplier sales receipts/invoice
- Itemized packing slip with pricing
- Visa charge slip with itemized description of products purchases
- Shipping Order, if applicable
- Itemized email from the vendor

Reconciling Statements

When you receive the monthly statement, it is essential that you perform the following steps:

- 1) Review the Visa statement. Compare back-up documentation (receipts, packing slips or verification the item/s were received, transaction log, and/or reports) to the transactions listed on the statement. Follow up on any exceptions (see Resolving Errors/Disputes section).
- 2) Any items occurring in the month, but are not on the Visa statement will transfer to the next month's statement.
- 3) Attach all supplier documentation to the Visa statement and present the entire package to your Administrator for signatures and approval of expenses and budget codes.
- 4) The original approved statement and all documentation must be received by the Finance Department by *the date in the email*.
- 5) Keep copies of documentation (statements, invoices and proof of receipt of goods/services) for your records. (Electronic/Scanned copies are recommended).

It is imperative that the statement with the required approval signatures, all invoices and proof of receipt is turned in to Finance Department on time to ensure costs are recorded to their correct departments in a timely manner.

Resolving Errors and Disputes

Errors with merchandise delivery or incorrect billing will occasionally arise with the purchasing card system. It is primarily the cardholders responsibility to contact the vendor or take other necessary steps to resolve these disputes. The Program Administrator can provide assistance if necessary.

Internal Auditing

All Visa statements and receipts will be reviewed to ensure that purchasing card procedures are properly practiced. Failure to follow the proper procedures could result in revocation of card privileges or other appropriate disciplinary actions.

The primary purpose of an audit is to ensure the proper expenditure of funds under this program. A secondary purpose is to track data on how, where, and for what purpose the cards are used. As a result of the audit, the purchasing card program may be more properly designed for future use and be assured that the program is beneficial.

This is an employee empowerment program based on cardholder commitment and trust. Failure to follow all procedures outlined in this manual will result in revocation of card.

Common Questions

Who pays the bill?

The **RAYMORE-PECULIAR SCHOOL DISTRICT** Purchasing Card is a central bill and pay process.

UMB Bank will submit a single monthly invoice to **RAYMORE-PECULIAR SCHOOL DISTRICT** which includes all activity on all cards for the billing period. You will receive a monthly statement from Visa. This monthly Visa statement is simply a memo record of transactions made against your card for the billing period.

What if I've lost a receipt/invoice?

If a receipt is misplaced, try to get a copy from your supplier. If that is not effective, make a note on your monthly statement that the receipt is missing and fill out a Cardholder Lost Receipt Form.

What if I have an unauthorized charge on my monthly statement?

First, try to resolve the problem yourself with the supplier. If you cannot resolve the dispute yourself, contact the Program Administrator.

How does the cost get into the accounting system?

All purchases made on your card will be charged to your *school or department* accounts. All transactions are assigned an account in the Statement reconciliation procedures listed above. If you do not designate a charge number, the transaction will automatically default to your supply account.

What if my card is lost or stolen?

The Purchasing Card is a valuable asset and should be maintained with security and protection. If you cannot find your card or if it is stolen, notify the accounts payable department.

Contact Listing

Program Administrator, Credit Limit Changes, Lost or Stolen Cards
Cyndee Byous, Chief Financial Officer
816-892-1326
Cyndee.Byous@raypec.org

Credit Card Reconciliation Statements,
Robyn Cooper 816-892-1366
Robyn.Cooper@raypec.org

Finance Department – Tamara Walker 816-892-1327
Tamara.Walker@raypec.org

EMPLOYEE AGREEMENT

By using the District Purchasing card, I agree to comply with the following terms and conditions regarding my use of the Card.

- 1) I understand that I am being entrusted with a valuable tool - a corporate purchasing card. I will be making financial commitments on behalf of **RAYMORE-PECULIAR SCHOOL DISTRICT**. I will obtain the best value by using "preferred suppliers and vendors" as identified by the Purchasing Department.
- 2) I understand that **RAYMORE-PECULIAR SCHOOL DISTRICT** is liable to UMB Bank for all charges made on this card.
- 3) I agree to use this Card for approved purchases only. Misuse or abuse of the Purchasing Card will result in revocation of the Card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:
 - i. Purchasing items for personal use;
 - ii. Using the Purchasing Card for travel and entertainment expense without prior authorization.
 - iii. Failure to submit proper documentation with each monthly statement.
- 4) If the Card is lost or stolen, I agree to notify Cyndee Byous, Chief Financial Officer immediately-816-892-1326 Cyndee.Byous@raypec.org.

Employee Signature

Date

Return this form to the Finance Department

TERMS OF REVOCATION FORM

As an authorized user of the Visa Purchase Card, I understand that I am the only person authorized to make purchases with the Purchase Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by the Raymore-Peculiar School District.

I understand that the following items constitute misuse of the Visa Purchase Card and that any misuse will result in the revocation of my privileges to be a Visa Purchase Cardholder, and may result in revocation of all departmental and/or divisional Purchase Card privileges.

Misuse of the Visa Purchase Card includes the following:

- Using the Visa Purchase Card for personal purchases**
- Purchase of unauthorized items**
- Use of the Purchase by someone other than the cardholder**
- Fraudulent or inaccurate record keeping**

If the Visa Purchase Card is used for personal purchases, for unauthorized items or by someone other than myself, I hereby agree to personally pay either the Raymore-Peculiar School District or the vendor for such purchases and hereby authorize the Raymore-Peculiar School District, if necessary, to withhold from my paycheck any amount necessary to pay these charges.

Name of Cardholder _____ Date: _____
(Please Print)

Cardholder's Signature _____

NOTE: In addition to the above consequences for misuse of the Visa Purchase Card, Raymore – Peculiar School District retains the right to take further action, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving District funds.