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OVERVIEW

The purpose of the Muscogee County School District Purchasing Card program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The program was designed as an alternative to the traditional purchasing process for supplies and services. If used to its potential, the program will result in a significant reduction in the volume of purchase orders and related documentation including invoices and checks. In addition, corresponding work processes associated with ordering and check writing will be eliminated. **The Purchasing Card can be used with any supplier that accepts Visa as a form of payment.**

The Cardholder User's Guide provides the general guidelines for using the Purchasing Card. Please read it carefully. ***YOUR SIGNATURE ON THE CARDHOLDER AGREEMENT SHOWS THAT YOU UNDERSTAND THE INTENT OF THE PROGRAM AND AGREE TO FOLLOW THE ESTABLISHED GUIDELINES.***

The following important points should be reviewed before using the Purchasing Card:

- Your Purchasing Card is issued in your name. All purchases made on the Purchasing Card must be only *yours*. You are responsible for the security of the Purchasing Card and the transaction made with it. **If you do not follow the guidelines when using the Purchasing Card, you could receive corrective action, including termination.**
- You can use the Purchasing Card at any vendor or service provider that accepts Visa and is not being restricted. It may be used for in-store purchases, mail, telephone, Internet purchases (providing they are used on secure sites) or fax orders.
- You may use the Purchasing Card to purchase supplies and services less than the Single Transaction Limit that was established.
- You must not exceed the credit limit assigned to the Purchasing Card in a given month.
- You **must** reconcile the statement received from Bank of America to ensure all charges are accurate. Statement reconciliation needs to be completed before the 15th day of the month
- The Purchasing Card is not intended to avoid or bypass appropriate purchasing or payment procedures. This program compliments the existing processes available.
- The Purchasing Card is **not for personal use.**
- The Purchasing Card **must** be returned to the Program Administrator upon your transfer or termination.
- The Purchasing Card **must not** be used for any supplies, materials, or equipment that is available in the Muscogee County School District Warehouse.
- The Purchasing Card must not be used for computer hardware or related components.
- It is the Cardholder's responsibility to make sure the vendor does **not charge sales tax.**

GENERAL

A. Definitions

1. **Cardholder-** An employee of Muscogee County School District who is approved by his/her Department Head to use the Purchasing Card to execute purchase transactions on behalf of the Muscogee County School District
2. **Card Issuer-** Bank of America's services include issuing Visa Purchasing Cards to Muscogee County School District employees, providing electronic transaction authorizations, and billing Muscogee County School District for all purchases made on the cards.
3. **Department Head-** Muscogee County School District official who must approve employee's request for a Purchasing Card, assign Departmental Liaison, and submit application to the Purchasing Card Administrator. Department Head approval delegates transaction authority to the Cardholder.
4. **Departmental Liaison-** An employee in each department designated by the Department Head to be responsible for reviewing transactions of individual Cardholders to make sure the transactions are legitimate business expenses and are classified appropriately.
5. **EAGLS-** (Electronic Account Government Ledger System) A desktop procurement card management tool designed to offer a fast easy way to perform day to day activities online from your PC with point-and-click functionality.
6. **Purchasing Card Administrator-** The central Administrator located in the Purchasing Department who coordinates the Purchasing Card program for Muscogee County School District and acts as the School District's intermediary in correspondence with the card issuer.
7. **Vendor-** The merchant from whom a Cardholder is making a purchase.

B. Cardholder Eligibility

Criteria to receive a Purchasing Card is as follows:

1. Applicant must be an employee of Muscogee County School District.
2. His/her Department Head must approve the applicant's Purchasing Card Application.
3. Applicant must be assigned a Departmental Liaison selected by his/her Department Head.
4. Employee must read and fully understand the Muscogee County School District Procurement Card Manual.
5. Each individual Cardholder must sign a Cardholder Agreement Form (included in P-Card manual).

C. Cardholder Liability

1. The Purchasing Card is a corporate charge card, which will not affect the Cardholder's personal credit; however, **it is the Cardholder's responsibility** to ensure that card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as the Muscogee County School District Policies and Procedures relating to the expenditure of Muscogee County School District funds.

2. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination.

D. Spending Controls

1. The Purchasing Card is to be used only for the purchase of supplies that are **not stocked In the Muscogee County School District Warehouse**. Spending parameters for each Purchasing Card are as stated in the individual Cardholder Agreement. The P-Card Administrator may adjust limits as determined by demonstrated need.

E. Security and Storage

1. Cardholders should always treat the Purchasing Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.
2. The Departmental Liaison assigned to each Cardholder will maintain the Cardholder's vendor receipts/packing slips/charge slips. The Purchasing Card Administrator located in the Purchasing Department will maintain all other documentation concerning the Purchasing Card program. This documentation includes, but is not limited to, applications, Cardholder Agreements, and copies of transmittals and correspondence with Bank of America.

F. Lost, Misplaced or Stolen Purchasing Cards

1. A lost or stolen Purchasing Card must be immediately reported by telephone to Bank of America Customer Services at 1-800-538-8788. These services are open 24 hours a day, 365 days a year. Lost cards reported by telephone are blocked immediately.
2. The authorized cardholder or program manager must also telephone the MCSD Program Administrator at 706-641-4151 and confirm notification of the lost or stolen card in writing within two working days.

G. Returning Purchases

1. If you determine the material you received is defective or incorrect, notify the vendor the item needs to be returned for credit. Request from the vendor a "ship to" address and return authorization number. Return the item, log on to EAGLS and fill out a Cardholder Statement of Disputed Item form and submit it to Bank of America. Request that the vendor process a credit transaction to the VISA card. Attach credit receipt to current Bank Statement. Ensure that proper credit appears on next statement.

REPONSIBILITIES AND DUTIES

A. Cardholder

1. The Cardholder must use the Purchasing Card for legitimate business purposes only. The P-Card may not be used for travel, registration fees, entertainment, cash, and computer hardware.
Misuse of the P-Card will subject Cardholder to disciplinary action in accordance with Muscogee County School District Policies and Procedures relating to disciplinary action and/or termination for cause. **The Cardholder must always:**
 - a) Ensure the Purchasing Card is used for legitimate business purposes only.
 - b) Maintain the Purchasing Card in a secure location at all times.
 - c) Not allow other individuals to use their Purchasing Card.
 - d) Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total amount of any single transaction does not exceed the card limit
 - e) Obtain and reconcile all sales slips, register receipts, and/or Purchasing Card slips to Bank of America's Cardholder statement and reallocate to proper budget each transaction posted on the EAGLS web site.
 - f) Attempt to resolve disputes or billing errors directly with the vendor and notify Bank of America and P-Card Administrator if the dispute or billing error is not satisfactorily resolved by processing a dispute on the EAGLS web site.
 - g) Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
 - h) Not accept cash in lieu of a credit to the Purchasing Card account.
 - i) Identify and notify the Departmental Liaison of transactions, which require the submission of use tax to the Department of Revenue.
 - j) Immediately report a lost or stolen card to Bank of America by calling 1-800-538-8788 (24 hours a day, 365 days a year).
 - k) Immediately notify Departmental Liaison and MCSD P-Card Administrator of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
 - l) Return the Purchasing Card to Departmental Liaison upon terminating employment with the Muscogee County School District or transferring Departments within the organization.
 - m) Report erroneous and emergency transaction needs to the Departmental Liaison during normal business hours.

B. Departmental Liaison

1. Each Department Head must designate one or more Departmental Liaisons for his/her department. **The Departmental Liaison responsibilities include:**

- a) Reviewing vendor receipts attached to the Bank of America Cardholder statements.
- b) Reviewing Cardholder transactions on EAGLS web site for correct MCSD budget allocations.
- c) Reviewing Cardholder transactions for correct Index and Sub-Object numbers.
- d) Attempting to resolve any disputes with vendor and/or Bank of America not resolved by Cardholder.
- e) Notifying Purchasing Card Administrator in 3 to 5 days of any unresolved disputes, noting the reason for dispute.
- f) Notifying Purchasing Card Administrator of lost or stolen cards.
- g) Requesting Purchasing Card Administrator to cancel a Cardholder's card (terminated employees, transferring departments, loss of purchasing card privileges) as approved by Department Head.
- h) Collecting canceled cards from Cardholders and forwarding to Purchasing Card Administrator.
- i) Assisting Cardholders with erroneous declines and emergency transactions.

CARDHOLDER TERMINATION

A. The Purchasing Card Administrator is required to close an account if a Cardholder:

1. Transfers to a different department
2. Moves to a new job in which a Purchasing Card is not required
3. Terminates employment
4. **For any of the following reasons which will also subject Cardholder to disciplinary action in accordance with Muscogee County School District Policies and Procedures relating to disciplinary action and termination for cause:**
 - a) The Purchasing Card is used for personal or unauthorized purposes.
 - b) The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation.
 - c) The Cardholder allows the card to be used by another individual.
 - d) The Cardholder splits a purchase to circumvent the limitations of the Purchasing Card or to by-pass other established purchasing procedures.

- e) The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Purchasing Card.
- f) The Cardholder fails to provide Departmental Liaison with required receipts.
- g) The Cardholder fails to provide, when requested, information about any specific purchase.
- h) The Cardholder does not adhere to all of the Purchasing Card policies and procedures.

ERRONEOUS DECLINES

- 1. Should the Purchasing Card be erroneously declined by a vendor, the Cardholder should immediately contact the Purchasing Card Administrator for assistance.
 - a). If the purchase is being made outside of normal Muscogee County School District business hours, the employee must find an alternate payment method or terminate the purchase and contact the Departmental Liaison during normal Business hours.

EMERGENCY TRANSACTIONS

- 1. Emergency transactions over the card limit may not be handled with the Purchasing Card. For Any transaction, which does not meet the spending controls assigned to the card, the Cardholder must contact the Departmental Liaison for assistance.

CREDITS

- 1. Vendors will issue all credits to the individual Purchasing Card account for any item they Have agreed to accept for return. This credit will appear on a subsequent statement. **Under No circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.**

UNRESOLVED DISPUTES AND BILLING ERRORS

- 1. The Cardholder is responsible for contacting the vendor to resolve any disputed charges or Billing errors. If the matter is not resolved with the vendor, the Cardholder/Departmental Liaison should:
 - a). Enter a dispute on the EAGLS web site.
 - b). Contact the Departmental Liaison/Purchasing Card Administrator for assistance if an acceptable resolution is not obtained.
 - c). The total amount billed by Bank of America will be charged to the individual departmental accounts. Credits for disputed transactions will be posted to departmental accounts when the credit appears on the Bank of America billing.

PURCHASING CARD SET UP, MAINTENANCE, AND CLOSURE

1. All contact with Bank of America for Purchasing Card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Purchasing Card Administrator who is located in the Muscogee County School District Purchasing Office.

Card Set Up

- a). Muscogee County School District employee completes a Muscogee County Purchasing Card application and submits to his/her Department Head for completion and approval.
- b). Department Head completes the application by providing the name of the Departmental Liaison.
- c). Department Head signature approval delegates transaction authority to the Cardholder.
- d). Cardholder signs Cardholder Agreement (PC-100 form) signifying agreement with the terms of the Purchasing Card Program.
- e). Approved application is to be sent by the Departmental Liaison to the Purchasing Card Administrator.
- f). Purchasing Card Administrator reviews application for completeness and submits application to Bank of America in format approved by Bank of America.

Card Closure

- a). Lost or Stolen Cards- Cardholder must immediately report the lost/stolen card to Bank of America at 1-800-538-8788. Cardholder must also notify the Departmental Liaison who will contact the Purchasing Card Administrator who will follow up with Bank of America to ensure the account has been closed.
- b). Terminated or Transferred Employees- Departmental Liaison is to secure Purchasing Cards from terminated employees and employees who transfer to another school/department. The Departmental Liaison will immediately notify the Purchasing Card Administrator by phone of the termination or transfer. A request for closing the Cardholder account will be submitted to Bank of America by the Purchasing Card Administrator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the Purchasing Card Administrator for disposal.
- c). Other Card Revokes/Closures- The Purchasing Card Administrator will notify Bank of America of all revokes and closures.

RECONCILIATION AND APPROVAL OF BILLING

- a). At the close of the monthly billing cycle, Bank of America will send a statement to each Cardholder work address.

- b). The Cardholder will be required to reconcile their receipts to the bank statement, reallocate each transaction on the EAGLS web site, print a copy of the reallocation report and send the report, receipts and bank statement to the Department Liaison. **Please remember to sign the bank statement on the Cardholder Signature line.**
- c). The Department Liaison will insure that all documentation is in order and that receipts are attached. Proper account numbers posted on EAGLS will be verified on the reallocation report. The report, receipts and bank statement will then be forwarded to the Department Head for approval signature.
- d). When approved, the statement and all documentation are then forwarded to the Purchasing Department by the 15th day of each month for review by the Program Administrator.
- e). The total amount billed by Bank of America will be charged to the individual departmental accounts. Credits and disputed transactions will be posted to departmental accounts when credit appears on the Bank of America statement.

AUDIT

- 1. The Muscogee County School District's internal control policies and procedures are as follows:
 - a). The Purchasing Card Administrator will:
 - 1. Make periodic audits of card use and charges for appropriateness. Areas to be monitored include, but not limited to compliance with Purchasing Card regulations and compliance with Muscogee County School District Purchasing regulations. Non-use of card by Cardholders will also be monitored.

**MUSCOGEE COUNTY SCHOOL DISTRICT
PROCUREMENT CARD
RESTRICTIONS**

ACCOUNT RESTRICTIONS

The following items are **excluded** from this program:

- **Personal purchases or cash withdrawals**
- **Entertainment: No restaurant charges at any time**
- **No prepared/cooked food (take out)**
- **Alcoholic beverages**
- **Gift Cards (No Gift Cards may be purchased with P-Card)**
- **Sales Tax**
- **Furniture and equipment (over \$1,000.00) that must be included in Property & Records inventory**
- **Computers: Laptop, Desktop, Towers or Servers**
- **Hotel, Motel or travel related reservations or charges**
- **Airline tickets or reservations**
- **Telephones, Pagers or Cell Phones**
- **Services or repairs that include labor**
- **Grant Funds**
- **Lottery Funds**
- **Title 1 Funds**
- **Items purchased with Activity funds that exceed \$1,000.00**
- **Services or items provided by in-house departments such as: Plant Services, Print Shop, or Data Processing**
- **Items that may be purchased from the Warehouse**
- **Maintenance or other service agreements**
- **Gasoline or fuel charges of any type**
- **Firearms or Explosives**
- **Any person whose name does not appear on the front of the card**
- **Checkout Lines where you check yourself out (Sales Tax Issue)**

Please remember to tell Vendor that Muscogee County School District is TAX EXEMPT prior to Transaction termination.

Any use of this program for unauthorized transactions may result in disciplinary action such as, but not limited to, the loss of procurement card authorization, request suspension or request termination.

Materials, except those described above in the account restrictions, may be ordered from suppliers. The bank providing the Procurement Card has been authorized to block authorization for certain types of suppliers that are not approved for this program. Purchases with the P-Card should be of such nature that the Purchasing Department could not add value to the item by coordinating the purchase through the bidding process. Items on bid should not be purchased with the P-Card.

Bank Card reconciliation report statements are mailed on the 1st day of each month from the bank. Please reconcile the report statement with the vendor receipts and mail them to the Purchasing Dept. Attn: P-Card. Log on the EAGLS web site <http://www.eagls.bankofamerica.com> and reallocate each transaction to the proper index and sub-object code. The bank statement reconciliation, receipts and the reallocation must be done by the 15th day of each month.