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Judson Independent School District
Procurement Card Program

Cardholder
GUIDE

**Judson Independent School District
PROCUREMENT CARD PROGRAM GUIDE**

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Judson Independent School District (JISD)

PROCUREMENT CARD PROGRAM GUIDE

I. OVERVIEW

A. Procurement Card Programs

The Procurement Card is a business to business credit card that allows for the purchase of goods and services. The program is designed to reduce cost, shorten the buying cycle and empower the employee. All purchases must be made within JISD policies and procedures and the laws of the State of Texas.

B. Procurement Card Program Guide

This Procurement Card Program Guide provides guidelines for using the Procurement Card. Please read it carefully.

C. Important Points of the Program

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

- Your Procurement Card is issued in your name. **You are the only individual authorized to make purchases with your Procurement Card.** You are responsible for the security of the Procurement Card and all transactions made with it. **If you do not follow the established guidelines when using the Procurement Card, your card will be turned off or corrective disciplinary action may be taken, up to and including termination.**
- You can use the Procurement Card with any vendor who accepts Master Card. It may be used for in-store purchases, as well as mail-order, internet, telephone and fax orders.
- You may use the Procurement Card to purchase supplies within your delegated limits.
- Use must not exceed the monthly credit limit assigned to the Procurement Card.
- Reconciliation of the monthly card activity is required to ensure all charges are accurate.
- The Procurement Card **should not be used to avoid or bypass appropriate purchasing or payment procedures.** This program compliments the existing processes.
- The Procurement Card is **not for personal use.**

- The Procurement Card must be returned to the Program Coordinator upon your transfer to another department or termination of employment. When transferring to another department, please contact the program coordinator to discuss the continued use of the card.
- You must ensure the department account has available and encumbered funds prior to making any purchases. Funds will be encumbered via a purchase requisition and all required business documentation must be attached.

II. GENERAL INFORMATION

A. Duties and Responsibilities

1. Program Administrator

The Program Administrator was designated by JISD to answer questions, address credit card issues and administer the program. The Administrator is knowledgeable on all procedures in the Procurement Card Program Guide.

JISD Program Administrator:

JJ McQuade
210-945-5524
jmcquade@judsonisd.org

2. Program Coordinator

The Program Coordinator is charged with keeping documentation for the Procurement Card activities within JISD. The Coordinator is knowledgeable about the program, the guidelines and related forms. Cardholders should first contact the Coordinator, who will answer questions related to the program or resolve potential problems. The Coordinator may refer questions to the Program Administrator when necessary.

JISD Program Coordinator:

Michelle Haese
210-945-5512
mhaese@judsonisd.org

B. Procurement Card Controls

1. Credit Limits

All Procurement Cards have monthly cardholder spending limits. Limits may vary for each cardholder and will be established by the Program Administrator. Questions regarding the limits should be sent to the Program Coordinator.

2. Transaction Limits

A department cardholder should not attempt to make a purchase greater than his/her approved amount or to make multiple purchases from the same vendor over a period of time to circumvent delegated purchasing limits. Changes to the transaction limit must be approved by the Program Coordinator and department head. **Departmental purchases should not be split into two or more transactions with the same vendor to avoid purchase order requirements.**

C. Maintaining Your Procurement Card

Always obtain an itemized invoice or receipt when using the Procurement Card. It is every cardholder's responsibility to ensure there is an itemized invoice for each purchase. Screen prints are acceptable for internet orders and order forms are acceptable for fax/mail orders if a receipt/invoice is not provided by the vendor.

D. Sales and Use Tax

JISD is tax exempt. The Procurement Card DOES NOT identify JISD as being tax exempt within the State of Texas. A tax-exempt form must be completed and issued to the vendor at the time of purchase. If you are charged tax, have it removed.

E. Security of the Procurement Card

You are responsible for the security of the Procurement Card that has been issued to you. This card must be treated with the same level of care you would use with your own personal charge cards.

F. Employee Termination

The Procurement Card must be returned to the Program Coordinator upon your termination.

G. Lost or Stolen Cards

If your Procurement Card is lost or stolen, you must immediately contact CITI Bank Customer Service Center at 800-248-4553. After contacting CITI Bank, notify the Program Coordinator and your Department Head.

Prompt, immediate action is necessary to minimize JISD's and your department's liability for fraudulent use of the card.

III. PROCEDURES

A. Procurement Card Activation

You must activate the Procurement Card before using it. Upon receipt of the card, you should sign the back and keep it in a secure location.

B. Purchasing Guidelines

1. General Information

As a school district, we are bound by certain State, Local and Federal guidelines and laws. All purchases must be in accordance with the laws of the State of Texas and JISD's purchasing procedures. You are responsible for compliance and strict adherence to all purchasing guidelines within your departmental delegated authority.

All cardholders must follow these guidelines when using the Procurement Card:

- a) Determine if the transaction is an acceptable use of the card.
- b) Determine if the anticipated purchase is within the cardholder's spending limit.
- c) Specify the cardholder's name, company name, department name and shipping instructions. Also, specify the Procurement Card number, expiration date and name as it appears on the card.
- d) Confirm pricing and freight charges.
- e) Request that a hard copy of the invoice with the pricing and freight be emailed to the cardholder and/or included with the shipment.

2. Examples of Acceptable Purchases

All purchases must be made in accordance with applicable JISD policies.

The Procurement Card may be used for a variety of purchases, including:

- Tools/Hardware
- Books
- Medical supplies
- Janitorial supplies
- Office supplies
- Videos
- Business Meals (Must indicate who, what, where, when, and why)
- Rentals
- Subscriptions
- Registration fees for training courses, conferences and seminars
- Safety supplies

3. Unacceptable Purchases

The Procurement Card may not be used for the following purchases:

- Items for personal use
- Capital equipment
- Animals
- Cash advances, money orders or refunds
- Services provided by a sole proprietor or partnership, consulting or other 1099 reportable services
- Controlled/hazardous/radioactive materials
- Social club dues

4. Restricted Purchases

- Alcohol

C. Receiving Supplies and Services

It is your responsibility to ensure receipt of goods and to follow up with vendors to resolve delivery problems, discrepancies and/or damaged goods. A copy of the charge slip, sales receipt or other information related to the purchase must be retained.

D. Reconciliation

Upon receipt of the monthly email from the Program Coordinator regarding the end of the billing cycle, the cardholder/departmental personnel will reconcile the card activity and send all receipts to Accounts Payable. This reconciliation should reflect all card activity for the billing cycle.

Any discrepancies identified must be promptly investigated. Documentation of action taken must be included as an attachment to the receipts. It is the cardholder's responsibility to resolve all discrepancies.

E. Returns, Credits and Disputed Charges

Should a problem arise with a purchased item or charge, every attempt must be made to first resolve the issue directly with the vendor. Review of future card activity is vital to ensure the account is properly credited for returns, credits and disputed charges. The returned, credited or disputed item must be noted and accompany all receipts.

Returns: If a cardholder needs to return an item to a vendor, contact the vendor and obtain instructions for return. Note that some vendors may charge a restocking or handling fee for returns.

- Credits: If an item is accepted as a return by the vendor, a credit for this item should appear on the following month's activity. All expected credits should be indicated reported to Accounts Payable.
- Disputed Charges: If a cardholder finds a discrepancy, the cardholder should contact the vendor and attempt to resolve the problem directly.

F. Card Termination

When a cardholder terminates employment with JISD, the department has the specific obligation to reclaim the Procurement Card from the cardholder and return it to the Program Coordinator for card cancellation prior to the employee's termination date.