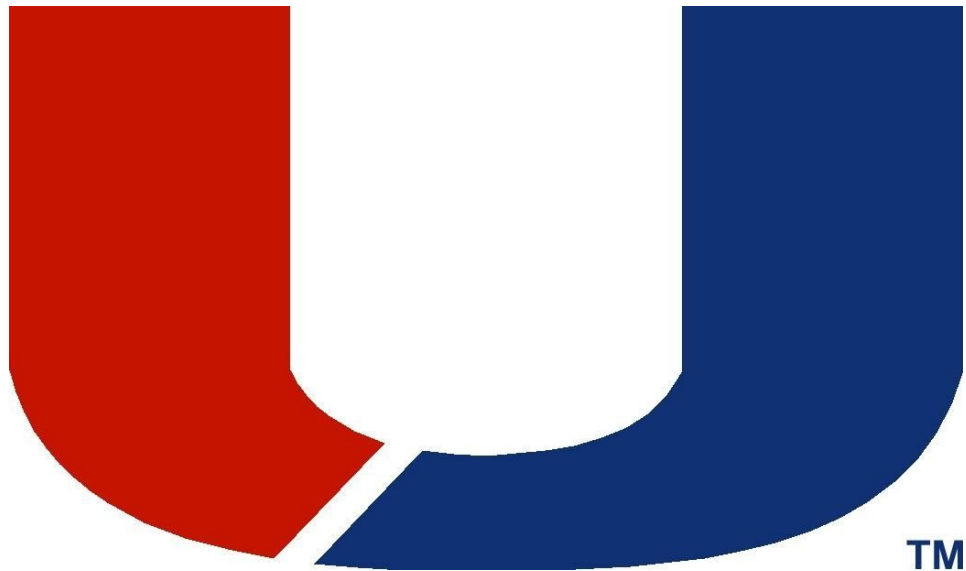


Urbandale Community School District P-Card Manual



Urbandale Community School District
11152 Aurora Ave
Urbandale, IA 50322

Handling funds in the public school is a serious matter governed by state law and board policy. This document is intended to assist you in conforming to these regulations.

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INTRODUCTION

The credit cards that Urbandale Community School District uses are Mastercard Purchasing credit cards that make purchases more efficient, and cost-effective. This manual is designed to eliminate the need for employee reimbursements and to assist in purchases made by district staff. **This card is NOT designed to replace the Purchase Order process.**

The purpose of the p-card is to establish a more efficient, cost-effective method of purchasing and payment for transactions. P-card users will be able to make purchases easier, faster, and more economically than before. These efficiencies will allow individuals involved to be more effective and focused on the value-added aspect of their jobs. In addition, the p-card system utilizes internal control tools and management overview to insure district goals/objectives are being met with regards to the purchases made. Multiple levels of review will take place over these transactions.

Please treat this program with the same sense of responsibility that you would use with your own personal credit card. You are the only person authorized to use your p-card. Upon permission of the cardholder, though, other individuals who report to the same department may be allowed to use the p-card for authorized purchases. Remember that you are consuming District funds each time you make a purchase, and this responsibility should not be taken lightly.

There are many elements required for the p-card system to be successful. Record keeping is one essential element. Just as essential as record keeping are the human ingredients of honesty, integrity, and discipline from those employees responsible for purchasing, reconciliation, and approval. In addition, the program requires teamwork from all who have been assigned responsibility so that our internal controls work effectively.

GENERAL P-CARD INFORMATION

1. The cardholder/employee is responsible for maintaining control of the card at all times and keeping itemized receipts and supporting documentation for all credit card transactions.
2. The cardholder/employee is accountable and responsible for the credit card with their respective building/department. **The principal/department supervisor does not have the authority to make exceptions to the rules set forth in the handbook.**
3. The Accounting Supervisor and CFO are responsible for the administration and monitoring of the credit card distribution within the District. Any questions or issues should be directed to them.
4. Credit limits may be increased at the request of the cardholder to the Accounting Supervisor, but the final approval of increases is at the discretion of the CFO.
5. Only upon permission of the cardholder may other individuals who report to the same department be allowed to use the p-card. These purchases must follow all allowable purchase requirements.
6. The District **does not** pay Iowa sales tax and local option taxes. Employees must utilize the tax exemption certificate and your district ID to ensure that the District is not charged with these taxes. If the District is charged, the purchaser will be required to reimburse. If any sales tax is charged, the employee must pay this sales tax at the time the monthly statement and receipts are turned in to the Administration Office.
7. P-card purchases will be recorded as encumbrances against budgets through the Purchase Order system. P-card purchases are paid and charged against budgets when payments are processed at the monthly board meeting by the Administration Office.
8. Individual p-cards will be surrendered to the Accounting Supervisor for any reason at the request of the Accounting Supervisor or CFO. This is including, but not limited to, an employment transfer or separation from the District.
9. Any violation of the p-card agreement can result in disciplinary action up to and including termination. The Business Office can also determine that, based on violation, whether the p-card should be revoked from the cardholder, even if no disciplinary action is taken.

MAKING PURCHASES

- I. To remember while making any p-card purchase:
 - A. All District and building purchasing policies and procedures must be followed when utilizing the p-card. This includes but is not limited to approval procedures, monetary limits, and contractual obligations (where applicable). Questions pertaining to this issue should be addressed to the Accounting Supervisor or CFO.
 - B. All technology-related purchases should run through the district Information Technology Department.
 - C. No p-card should not be used for International purchases.
 - D. All invoices/charges should be billed to the UCSD and not to the District employee. The billing address associated with all district p-cards is 11152 Aurora Ave, Urbandale, IA 50322.
 - E. Purchases made with grant/foundation/donation funds must be in compliance with grant/foundation/donation provisions.
 - F. When applicable, all efforts should be made to consolidate purchases to maximize the monetary value of each transaction.

- II. Purchase Process
 - A. Individual wishing to make a purchase with the p-card will follow the purchase request process set in place by building principal/department supervisor.
 - B. Requisition will be placed in WebLink and will follow the designated approval process.
 - C. Purchase Order will be sent electronically to requisition originator, who should then send Purchase Order to individual wanting to make a purchase with the p-card.
 - D. Once the individual wanting to make the purchase with the p-card has the Purchase Order, they can make their purchase, following all p-card rules and guidelines.
 - E. When making purchases, individuals must keep copies of the charge slip, itemized sale receipt, and/or any other information related to each purchase. Like any other purchases made with district money, there should be no sales tax paid. Cardholder must safely store all documentation of the purchase(s) until the monthly statement is given.
 1. Things to Remember:
 - a) Packing slips/pick tickets **do not** constitute as an itemized receipt.
 - b) When ordering online, print the final confirmation page for documentation.
 - c) Be Sure your Receipt amount matches the statement.

- III. Vendors with Special Policies

- A. We have become aware of some local vendors that have a special policy when it comes to making purchases with your district p-cards exempt from Iowa sales tax. If a cardholder runs into any other local vendors that have a policy that is a little more difficult than others, please contact the Accounting Supervisor so that others can be made aware of the issue/procedure.
- B. It is always encouraged that employees plan ahead when making purchases and utilize district resources as much as possible.
- C. Employees are expected to follow store-specific procedures regarding tax-exempt purchases.

IV. Traveling Out of the District

- A. Rules to remember:
 - 1. All out-of-district travel with overnight stay must be pre-approved.
 - 2. At least one employee traveling in the group must be a district p-card holder or have requested a p-card from their administrator.
 - 3. The district does not issue cash advances for employee or student travel. All allowable travel expenditures must be paid with a district p-card unless a vendor does not accept credit cards as a method of payment. If there is not a reasonable explanation, though, these out-of-pocket expenditures may not be reimbursed.
 - 4. Within **five days** of returning from the trip, all travelers are required to submit all of the supporting original itemized receipts from all trip expenditures to the p-card reconciler.
 - 5. The district is exempt only from Iowa sales tax. When traveling outside of Iowa, p-card users will be charged tax on your travel expenditures. One exception to this rule is with hotels, which is listed below.
 - 6. Employees may be responsible for any trips cancelled without an administrator's approval and will be required to refund the district all charges that are incurred, including cancellation fees. This also applies if an employee forgets to cancel a trip. If a trip is cancelled by UCSD, the cost of cancellation will be the responsibility of the district.
 - 7. All district transactions are subject to audit. If the district's out-of-district travel procedures are not followed, out-of-pocket reimbursement **will not be honored**. Future travel privileges will also be taken away from the employee.
- B. Transportation
 - 1. All flight and rental car reservations can be done by either the building secretary or the person traveling.

2. If a district vehicle or rental car is used during travel, gas may be purchased with a district p-card. Proof of rental car usage during dates of travel is then required with itemized gas receipts (e.g. rental car agreement). **Gas cannot be purchased for personal vehicles with a p-card.** Mileage may be reimbursed at the approved rate per mile with prior approval from the Accounting Supervisor.
3. There is no need to purchase rental car insurance because the district liability insurance covers employees traveling on behalf of the district. P-card users should decline all optional insurance offered by rental car companies.
4. The district encourages the use of public transportation when available. However, if a rental car has been approved and paid for the trip, it is expected that there will be no transactions or reimbursements submitted for other forms of transportation.
5. If the travel involves an area with toll roads, the toll **must** be charged to a district p-card unless this option is not available. When a toll is paid, an itemized receipt will be required to support the p-card or out-of-pocket charge.
6. If flying, the district will pay for 1 checked bag for travel.

C. Hotels

1. All hotel reservations can be done by building secretary or employee traveling.
2. Room charges and applicable hotel taxes and fees should only be charged to a district p-card, which must be reflected on an itemized hotel receipt. If needed, one p-card may be used for more than one hotel room on behalf of employees or students traveling.
3. Employees must provide the hotel a personal credit card or cash deposit for personal incidental expenses they may incur during their stay at the hotel.
4. Per Iowa law, governmental agencies are required to pay tax on hotel services. If you are traveling within Iowa, you will be charged tax on your p-card for your hotel stay.
5. *Helpful tip:* Meals may be charged to a room (and ultimately the p-card). However, an itemized receipt for the meals will still be required to support this transaction.

Cl. Meals

1. Itemized receipts, receipt with tip, charge slips alone are not okay. All must be included when turning in the statement.
2. Meal expenditures are only allowed when incurred with overnight travel for school-related business. All travelers must complete and submit the [Meal Expense Travel Reconciliation Form](#) when they

submit their p-card paperwork and itemized receipts. [Board Policies: [825](#), [829](#)]

3. Employee meals and incidentals (snacks or non-alcoholic beverages purchased between meals) are limited to per diem rates per IRS. Tips should be limited to 20%.
 - a) *Helpful tip:* Request separate checks from the server, then pay for all checks with the p-card. If individual receipts cannot be obtained, then the itemized receipt **must** include the names of all attendees next to their portion of the meal.

E. Purchases while traveling

1. Any books or instructional supplies while traveling are considered “supplies” and not part of the travel expenditures. These purchases should be reported and receipts should be submitted for p-card reconciliation.
2. The district does not approve unallowable or unauthorized expenditures to be charged to a p-card. In the event that this happens, employees will be required to reimburse UCSD for unallowable and unauthorized expenditures charged to a p-card. This may result, if necessary, in disciplinary action and possible termination of employment.
 - a) *Additional Information:* In the event that an employee is required to reimburse the district for unallowable or unauthorized expenditures charged to a p-card, please make cash or check payments to the Accounting Supervisor for deposit and obtain a pre-numbered receipt for your payment. A copy of this receipt should be maintained with the p-card transaction support to provide proof of repayment. Repayment needs to be completed prior to reimbursement for any out-of-pocket expenditures.
3. **Allowable Travel Expenditures** (*pay close attention to coinciding rules or notes above*)
 - a) Hotel
 - b) Flights
 - c) Rental car
 - d) Registration fees
 - e) Parking
 - f) Tolls
 - g) Authorized ground transportation (e.g. taxi, shuttle, etc.)
 - h) Baggage claim fees
 - i) Meals and incidentals
 - j) Tips
 - k) Gas for rental car
4. **Unallowable Travel Expenditures**
 - a) Alcoholic beverages

- b) Meal expenditures incurred without overnight stay for school-related business
- c) Personal entertainment
- d) Personal expenditures
- e) Airfare/hotel/rental car upgrades or points for travel
- f) Gas for personal vehicle
- g) Valet and bellhop services

RECONCILIATION PROCESS

- I. After P-Card Purchase
 - A. Review transactions **within five business days** of transaction date.
 - B. Verify that the itemized receipts do not include Iowa sales tax or any items on the “Do Not Buy” list in this manual.
 - C. Verify that the transaction total per the itemized receipts matches the transaction amount.
 - D. Write the Purchase Order number on the itemized receipt.
 - E. Store all p-card documentation in a safe and accessible place until monthly p-card statement is received.
- II. After Receiving Monthly Statement
 - A. Within **two business days** of receiving the monthly statement, cardholders must do the following:
 - 1. Confirm that the amount of the receipt matches the charge of the statement.
 - 2. Receive all Purchase Orders in WebLink.
 - 3. Write the Purchase Order number on each receipt.
 - 4. Submit the following to the Administration Office:
 - a) Original itemized receipt(s) and any other purchase documentation
Note: If printing any emailed documentation to submit, please confirm that all images are clear and of high quality.
 - b) P-card monthly statement
 - c) Any reimbursements for missing itemized receipts, Iowa sales tax charges, unauthorized or unallowable purchases, etc.
Note: Checks/cash should be attached to the transaction when reconciling.
- III. The Business Office will audit all documents in accordance with each monthly statement. Any issues found will be communicated with the cardholder at that time.
- IV. Other Notes:

- A. If there is a credit transaction from a vendor or if the cardholder is reimbursing the district, the amount **must** be coded to the same account as the original transaction. A receipt should also be turned in with the statement.
- B. All disputed transactions **must** be reconciled and approved. The credit transaction will need to be coded to the same account as the disputed transaction.

P-CARD VIOLATIONS

- I. P-card violations discovered at any time, including but not limited to, during routine audits of transactions and during post-audits of reconciled transactions may be subject to the following disciplinary actions:
 - A. Personal purchase or purchase of unauthorized/unallowable items
 - 1. Payment by cash, check, or cashier's check, turned in with the monthly statement and itemized receipts.
 - 2. Written notice to Supervising Administrator
 - 3. Disciplinary action that could result in termination and criminal prosecution
 - B. Missing itemized receipt and/or proper supporting documentation OR Iowa Sales Tax was paid and a full credit was not obtained
 - 1. Payment by cash, check, or cashier's check, turned in with the monthly statement and itemized receipts.
 - 2. Written notice to Supervising Administrator
 - 3. Disciplinary action that could result in termination
- II. The district reserves the right to issue any discipline it deems appropriate for the offense. This could include the disciplinary actions outlined above or any other disciplinary action in the district's sole discretion.
- III. Card Deactivation
 - A. UCSD reserves the right to terminate the use of any p-card at any time without reason or cause.
 - B. Upon request, the assigned p-card must be returned to the Accounting Supervisor.
- IV. P-Card Reinstatement
 - A. A written request for reinstatement will be required by the cardholder to reactivate the p-card.
 - B. A written and signed explanation will be required from the cardholder providing an explanation of the policy violation and the steps that will be taken in the future to ensure the violation does not re-occur.

OTHER IMPORTANT INFORMATION

I. Return/Disputed Transactions

- A. If there is a discrepancy between your submitted expenses and statement, it is imperative that the issue be addressed immediately.
- B. If you believe that the merchant has charged you incorrectly or if there is an outstanding quality issue on the item purchased, you must first contact the merchant to try to resolve the error or problem.
- C. If you are able to resolve the matter directly with the merchant and the error involved an overcharge, a credit adjustment should be requested and will appear on the next statement.

Note: Please remember that all credit transactions should be coded to the same account as the original charges and a copy of the credit should be turned in with the p card statement.

- D. If the merchant disagrees that an adjustment is necessary, immediately contact the Accounting Supervisor.
 - 1. Disputes must be reported within 30 days.
 - 2. The bank will send dispute forms to be completed by the district and employee, then returned to the bank.
 - 3. Once the forms are completed and received by the bank, a credit will be issued and the bank will dispute the transaction with the merchant.
 - 4. All disputed charges need to be reconciled and approved with credit charges being coded to the same account as the disputed charges.

II. Card Security

- A. The cardholder is responsible for the security of the p-card and all purchases made on the account.
- B. P-cards must be kept in a secure location and the account number safeguarded. The cardholder must be the only individual who uses or authorizes the use of the card.
- C. Employees should never fax a copy of their card or card number.
- D. Lost Card
 - 1. If you believe that you have lost your p-card or if it has been stolen, immediately report this to the Accounting Supervisor.
 - 2. As with a personal credit card, you will no longer be able to use the account number after notifying the Accounting Supervisor.
 - 3. A new card will be issued and delivered to the Accounting Supervisor, who will then deliver to the cardholder.
 - 4. If the old card is later located, return it to the Business Office. Do not attempt to use the old card after it has been cancelled.

- E. When a cardholder, reconciler, or approver leaves that position, the administrator shall notify the district's Accounting Supervisor immediately prior to the employee's departure.
- III. Audits
- A. The State Code of Iowa Chapter 11.6 states: *"The financial condition and transactions of. . . all school offices in school districts shall be examined at least once each year. . . The examination of school offices shall include an audit of all school funds."*
 - B. The district annually engages a certified public accounting firm to audit the district's financial records. The external auditors may find it necessary to visit selected sites on an announced or unannounced basis, to review credit card documentation and approval.

DO NOT BUY LIST

1. Personal Items
2. Money Orders
3. Cash Withdrawals
4. Gift Cards
5. Drugs/Narcotics
6. Firearms
7. Alcohol
8. Explosives
9. Monthly recurring subscriptions or contracts (e.g. newspapers, magazines)
10. Any technology-related items prior to requesting assistance from the district technology department (e.g. computers, iPads, cameras, etc.)
11. Gasoline for personal vehicle

FREQUENTLY ASKED QUESTIONS

1. **Is training required before I receive my p-card?**
 - a. Yes, training is required before you can receive your p-card.
2. **What do I do if I find that sales tax was charged on a purchase? Or that I disagree with a charge on the card? Or that an itemized receipt is missing?**
 - a. Contact the vendor directly to resolve the issue. The cardholder should always be the first in line to resolve disputes. Detailing the situation for future reference and informing the Accounting Supervisor of the issue may be beneficial. If you are having problems resolving the issue, please contact the Accounting Supervisor. You will need to reimburse the district any sales tax that is charged.
3. **What do I do if I find out that there are charges on the card that are not mine?**
 - a. If you did not authorize one or more transactions on your card, please contact the Accounting Supervisor immediately to get your card cancelled and the fraudulent transactions disputed.
4. **What are the procedures for fiscal year end processing of transactions using the p-card?**
 - a. Any transaction made with a processing date of June 30th or before will go to the previous fiscal year. Any transaction with a processing date of July 1st or later will go to the new fiscal year.
5. **What happens if a cardholder leaves the district?**
 - a. When a cardholder leaves the district, the cardholder must return the p-card and the tax exemption certificate to the Accounting Supervisor at the Administration Office.
6. **What do I do if I have lost/misplaced my card?**
 - a. If you cannot locate your card, lost your card, or if your card has been stolen, please contact the Accounting Supervisor to get the card cancelled.
7. **For whom can I make purchases?**
 - a. The cardholder whose name appears on the p-card may make purchases for any employee who reports to the same school or department as the cardholder. These purchases must follow all allowable purchase requirements. Only upon permission of the cardholder may other individuals be allowed to use the p-card.
8. **Is there a credit limit on the p-card, like on my personal credit card?**
 - a. The district has assigned a credit limit to your card. This is an amount determined by the Business Office. If you believe your limits are insufficient for your requirements, please discuss this with the Accounting Supervisor.
9. **Is there an impact on my personal credit rating using this card?**

- a. The district's p-card is a business liability card, not a personal liability card. Please remember that before you receive a p-card, you must sign the Individual District Credit Card Use Agreement. Consequently, you will be responsible for any abuse or misuse of the card assigned to you.
- 10. Will my p-card transactions automatically be tax-exempt from IA sales tax?**
- a. You may need to provide one or more of the following to a vendor to make your purchase exempt from IA sales tax:
 - i. District tax exempt certificate
 - ii. Tax exempt number
 - iii. District employee ID badge for proof of employment
- 11. Who do I contact if my question has not been addressed here?**
- a. Reach out to the Accounting Supervisor in the Administration Office.

INDIVIDUAL DISTRICT P-CARD USE AGREEMENT

AGREEMENT made this _____ day of _____, 20____, between the Urbandale Community School District, Iowa (hereinafter the "District") and _____, the undersigned employee (hereinafter the "Employee").

WITNESSETH:

WHEREAS, by this Agreement, the Employee has been entrusted with a district p-card for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the District; and

WHEREAS, the Employee agrees to abide by the terms and conditions of the p-card as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the District and the Employee as follows:

1. The Employee hereby agrees to immediately return the p-card to the District upon request.
2. The Employee shall not use the p-card for the purchase of any goods or service that is not authorized by the terms of the P-Card Handbook or by the direct written approval of the building principal or supervisor.
3. The p-card is to be used for business expenditures only. The Employee will use the card given to him/her only for the payment of authorized expenses consistent with the organizational responsibilities and to satisfy the building/department needs. The p-card may only be used following the parameters and procedures established for the P-Card Program as described in the District P-Card Handbook. The card may not be used for personal purposes or any other non-district purposes.
4. Employee shall submit itemized receipts and such other reasonable documentation of goods or services purchased immediately after use to the cardholder.
5. The employee will not use the p-card for cash advances.
6. Employee shall immediately notify the Accounting Supervisor in the event of a possible loss, theft, or unauthorized use of the p-card by phone. Employee shall also immediately notify the p-card administrator and Accounting Supervisor of possible loss, theft, or unauthorized use of the Card.
7. The p-card may not be utilized to circumvent State and District competitive bid laws and policies.
8. **The Employee understands that any charges against the p-card that are not properly identified or not allowed by the district shall be paid by me by check, cash, or the schools online payment vendor. The Employee further understands that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding.**
9. The employee signature below acknowledges that the P-Card Handbook with rules and procedures has been made available to them and they have reviewed them.
10. This Agreement may not be modified in anyway without the approval of the District.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first below written.

P-Card User Name (Please Print)_____

P-Card User Signature_____Date _____