

Provo City School District
Policy Series 6000 Finances and Operations

6211 P1

Purchase Card / P-Card Procedures

To obtain a P-Card

1. An Administrator or Facilitator may request a card for their employee; please contact the P-Card Administrator listed below.
2. The P-Card Administrator will have the employee fill out a P-Card application.
3. The employee's Administrator or Facilitator shall sign all P-Card applications.
4. Once an application is approved, return it to the P-Card Administrator.
5. The P-Card Administrator will submit approved applications to US Bank for processing.
6. Cards will be issued in the employee's name. The employee must sign the back immediately and always keep the card in a secure place! Even though the card is issued to the employee, it is the property of Provo School District, and is to be used only for authorized District purchases. We recommend that District Purchasing Card **not** be kept with personal credit cards to minimize the exposure of using the District Purchasing Card for personal use.
7. When an employee's card arrives they will be notified by the P-Card Administrator for a pickup time and a brief training. A packet of P-Card Envelopes will be provided for reconciling monthly statements.
8. Procurement cards will be issued under the following guidelines:
 - a. Clerical guidelines
 - 1) Principal's secretary (one secretary card per elementary school, two secretary cards per secondary school)
 - 2) Program manager's secretary (one secretary card per manager)
 - 3) Director's secretary (one secretary card per director)
 - 4) Council member's secretary (one secretary card per council member)
 - 5) Others by business administrator approval
 - 6) Cards are limited to \$500 per day, \$5,000 per month and will be blocked for travel purchases.
 - b. Janitorial guidelines
 - 1) Elementary are limited to \$300 per month.
 - 2) Secondary are limited to \$500 per month.
 - 3) Blocked for travel.
 - c. Administrator guidelines
 - 1) Principals, assistants, and program managers (one card per program)
 - 2) Cards are limited to \$1,000 per day, \$10,000 per month and will be blocked for travel purchases.
 - d. Council member and superintendent guidelines
 - 1) Cards will be limited to \$10,000 per month.
9. If at any time a P-Card holder is no longer employed by Provo School District, the P-Card must be returned to the P-Card Administrator

Purchasing with your P-Card

1. All purchased goods must be tax exempt. **No Exceptions!** (If needed, refer to Utah State Exemption Certificate TC-721G *tax exemption form*.)
2. Using the P-Card does not supplant any of the policies required to make purchases with District funds.
3. Administrators may give permission to allow their admin assistant/secretary to use their card.
4. **By signing receipts and/or the statement, the cardholder is certifying that the purchases are made in accordance with District Policy and State law.**
5. **It is against the law to split purchases. Depending on the total dollar value of a divided purchase, the penalty ranges from a class B misdemeanor to second degree felony. (see State code UCA 63G-69-2303 thru 2306)**
6. Keep all receipts in your procurement envelopes until your statement arrives. Your statement will arrive to your location on the 12th to 15th of each month.
7. Review all charges on the monthly statement. Any discrepancies must be protested in writing (contact the P-Card Administrator for needed assistance.)
8. All statement expenses will be charged to the users default account (generally 061000) unless a Journal Entry is submitted detailing different accounts the charges are to be coded.
9. Include the following items in the Envelope:
 - a. The monthly statement;
 - b. All receipts and supporting documents;
 - 1) Any receipt for incentive lunches or necessary “business meals” must be documented on Form 6270 F1 (Business Meal Authorization Form). Please see 6270 P1 for Meals (other than travel) and Employee Appreciation Procedure. All other food purchases, please make a note as to the purpose.
 - c. A school check for any school account purchases made with the card (write ‘CHECK ENCLOSED’ on the outside of the envelope);
 - d. A Journal Entry (Form 6210 F1) if needed. (Also, send a copy of the completed Journal Entry form to the district Business Office.)
10. Follow all directions on the front of your Procurement Card Monthly Checklist Envelope (6211 F1). (Procurement Card Monthly Checklist Envelopes can be obtained from the District Business Office.) Have your Administrator or Facilitator review and sign the envelope.
11. Procurement Card / P-Card Envelopes are due by the 15th of the following month (except for the month of JUNE, see year-end cut offs) to the P-Card Administrator or Business Office
12. The Business Office reserves the right to freeze or close a P-Card when policy and/or procedures are not followed.
13. If your card is lost or stolen please contact US Bank customer service **immediately** at 1-800-344-5696.
14. To report possible fraudulent charges call 1-800-523-9078.
15. Any purchasing related problems contract your P-Card Administrator at the number listed below.

DISTRICT SUPPORT CONTACT:

P-Card Administrator

Tina Fluehe
Purchasing Director
801-374-4864
tinaf@provo.edu