

Procurement Cards

- A. District administrators may request the issuance of a procurement card for department use.
- B. All cardholders shall sign and adhere to the "User Agreement" and the "Procurement Card Instructions". Violation of the agreement and/or instructions may result in disciplinary action.
- C. Procurement Cards shall be stored in a secure area and account numbers shall be safeguarded.
- D. All original paperwork, including itemized receipts will be submitted to the Business Office in the time frames required.
- E. Infrequent food for meetings is allowable if appropriate requirements and guidelines are met, such as including an agenda, sign-in sheet and other original paperwork.
 - A Per Diem allocation is provided for meals and is the maximum reimbursement that can be claimed.
 - If allowable, meal expenses must be itemized on original receipt(s).
 - If itemized meal expenses are allowed, gratuity may be reimbursed up to a maximum of 15% of itemized meal amount.
 - No alcohol purchases on receipt.
- F. Lost or stolen Procurement Cards shall be reported immediately to the Business Office.

WSD Procurement Card Instructions

You must be the person making the purchases, do not check out the card for other employees.

Record your purchase(s) on the WSD Procurement Card Transaction Form.

Online Purchase: Print all purchase confirmations and receipts. (You are responsible for obtaining appropriate, itemized receipts).

Phone Purchase: Request a receipt to be faxed or emailed to you at the close of your transaction. (You are responsible for obtaining appropriate, itemized receipts).

Billing Address: Wenatchee School District: 235 Sunset Ave, Wenatchee, WA 98801-1999

Shipping Instructions for Online or Phone Orders:

All Shipped Items must be sent to the **District Warehouse** at: 1001 Circle St, Wenatchee, WA 98801

The Warehouse Manager needs to be informed of your order. Anything that the warehouse

does not have paperwork for may be returned.

Procedure:

- 1) When you place the order online, in the delivery address field PO section or second address section list “Your Building Name/Your Name /CC#####”

Example: Wenatchee School District

Your Building Name/Your Name /CC##### (##### is the last 4 digits of the card)

1001 Circle Street

Wenatchee, WA 98801

- 2) Forward the email confirmation of your order to the warehouse, be sure “Your Building Name/Your Name /CC#####” is on it. Be sure the items ordered are listed so the warehouse can verify the order is complete.

Employee Travel: The card may be used for lodging, airfare, and other modes of travel such as train, bus or ferry. A Travel Request Form **must be received & approved** at the District Office **prior** to any travel related procurement card purchases. All rental car use must have prior approval from the Business Office.

Hotel Reservations: The hotel will require the same card at check out time that you used to make your reservation. Reserve the card for your future date of travel after your reservation is made.

Travel Reimbursement: If any travel is paid out of pocket by you, submit original receipts and/or canceled ticket(s) within 10 business days of completion of your trip with a Travel Expense Voucher. Additional travel information is located on the district website under “school board, board policies & procedures 6213P”. Meals, gifts, personal vehicle gasoline, movies, etc. may not be charged to the WSD procurement card.

Complete and submit the **WSD Procurement Card Transaction Form** with the following:

Your signature

Your supervisor's signature Budget code to charge

Description of what was purchased and the purpose of the purchase

Original Itemized Receipts (staple them to the form)

Packing Slips (if applicable – normally the warehouse sends them directly to the DO)

If you are late turning in your paperwork, you may be held personally responsible for late charges.

WSD Procurement Card User Agreement

I understand the Wenatchee School District has authorized the use of district procurement cards for authorized business expenditures on its behalf. In accepting and/or using a procurement card, I agree to be bound by the terms and conditions that follow:

1. I will not use the procurement card for personal use or for any non-district purpose.
2. I have read and understand the district policies and procedures regarding procurement cards.
3. I will not use the procurement card to obtain cash advances, gift cards (without specific prior approval granted by the business office) or reloadable cards.
4. I will not check out the procurement card for other employees or allow usage by unauthorized individual(s).
5. I understand the procurement card shall not be used for the following: salaries, wages, gifts (including flowers or cards), meals while on travel status, gasoline (excludes ASB and Transportation Dept), personal services or donations to charity.
6. I understand that I will be responsible for the timely reconciliation of all transactions charged to the procurement card.
7. I understand that I am responsible to provide appropriate documentation (Original Itemized Receipts) for charges to the procurement card and, if unable to do so, may be personally liable for the charge.
8. I understand if I do not turn my paperwork in in a timely manner I may be held personally responsible for late charges.
9. I understand when using the card for employee travel a Travel Request Form must be received & approved at the District Office **prior** to any travel related procurement card purchases, such as; lodging, airfare, and other modes of travel such as train, bus or ferry. All rental car use **must** have prior approval from the Business Office. All district policies and procedures regarding employee travel will be followed (6213 & 6213P).
10. I will immediately report any stolen or lost procurement card to the accounting department.
11. I understand that the person incurring the charges shall pay any charges against the procurement card not properly identified or not allowed by the district. I further understand, in compliance with RCW 42.24.115, any disallowed charges which are not repaid before the procurement card billing is due and payable, the district shall have a prior lien against and a right to withhold any and all funds payable to myself up to an amount of the disallowed charges and interest at the same rate as charged by the company which issues the procurement card.
12. I understand that any user of the procurement card shall be declined use of the card if any disallowed charges are outstanding and shall surrender the card upon demand of the superintendent or designee.

13. I understand the district shall have unlimited authority to revoke use of any procurement cards issued and upon such revocation shall not be liable to any cost subsequently charged to the procurement card.
14. I understand that any variance and/or violation to the above conditions will result in cancellation of my privilege to use the procurement card. Misuse of the procurement card may result in discipline.

All district procurement card use is subject to examination by the state auditor's office

Adoption Date:
Classification:
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