



St. Louis Park  
Public Schools

# **INDEPENDENT SCHOOL DISTRICT #283 ST. LOUIS PARK PUBLIC SCHOOLS PURCHASE CARD (P-Card) PROGRAM**

## *Program Card Administration*

Name: Becky Flikeid

Phone: 952-928-6010

E-mail: [flikeid.becky@slpschools.org](mailto:flikeid.becky@slpschools.org)

Address: 6311 Wayzata Boulevard, St. Louis Park, MN 55416



## **Table of Contents**

<b>Introduction.....</b>	<b>Page 2</b>
<b>How to Obtain a Purchasing Card (P-Card).....</b>	<b>Page 3</b>
<b>General Information.....</b>	<b>Page 4</b>
<b>Acceptable Purchases.....</b>	<b>Page 5</b>
<b>Program Restrictions.....</b>	<b>Page 5</b>
<b>Misuse of the Purchasing Card.....</b>	<b>Page 5</b>
<b>Reconciliation and Payment.....</b>	<b>Page 6</b>
<b>When Records Do Not Agree With Monthly Statement.....</b>	<b>Page 6</b>
<b>Lost or Stolen Cards.....</b>	<b>Page 7</b>
<b>Sales Tax.....</b>	<b>Page 7</b>
<b>Forms.....</b>	<b>Page 8-12</b>



## Table of Contents

### Introduction

Welcome to the ISD #283 MasterCard Purchase Program provided by PFM Financial Services LLC through Harris Bank, IL. The Purchase Card is a simplified and cost-effective method of purchasing and remitting payment for approved expenditures. The Purchase Card can be used for retail purchases; i.e. in person or by mail, telephone or fax.

The Purchase Card is to be used in accordance with the guidelines established within this manual. You are asked to treat this program with the same sense of responsibility and security you would use with your personal credit cards.

All Purchase Cards are issued at the request of Becky Flikeid. Card usage will be audited and may be rescinded at any time. **You are the only person authorized to use your card!**

This manual provides the guidelines under which you may utilize your Purchase Card. Please read it carefully. Your signature on the Cardholder Authorization Form indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program. The Program Card Administrator will receive your Purchase Card approximately 14 days after submitting your application to PFM. Upon receipt of your card, the Program Card Administrator will schedule you for a Purchase Card training session. Upon successful completion of your training session, you will receive your card. At the training session you will fill out the Acknowledgement Form for receipt of your card. You may then call the Harris Bank activation number (1-800-263-2263) to activate your purchasing card. Please contact Becky Flikeid, if you have any questions

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all receipts.

Finally, remember you are spending District/public funds each time you use the Purchase Card.



## **How to Obtain a St. Louis Park Public Schools MasterCard Purchase Card**

Please read this manual in its entirety before requesting your MasterCard Purchase Card. The manual will provide you with a variety of information:

- ✓ How to apply for a Purchase Card
- ✓ What type of purchases can and cannot be made on the Purchase Card
- ✓ What type of merchants will accept the Purchase Card
- ✓ Record maintenance and monthly statement reconciliation
- ✓ Other miscellaneous information

Your building/department supervisor must indicate approval by signing the Cardholder Application form before it can be processed. All requests will be processed through Becky Flikeid, District Accountant.

After you have read this manual and understand the outlined procedures, please complete the Cardholder Application Form. You must indicate your St. Louis Park Schools mailing address and e-mail address to receive statements and correspondence related to the program.

Read carefully and sign the Cardholder Application Form. Your Authorized Supervisor will also be asked to sign this form.

When you receive your Purchase Card, sign the back of the card and call Harris Bank to activate the card. Always keep the card in a safe place! Then, sign the Acknowledgment Form and return it to Purchasing. Although the card is issued in your name, it is the property of St. Louis Park Schools and is only to be used for St. Louis Park School District purchases as defined in this manual. Purchase cards are renewed automatically and new cards are issued by Harris Bank every 36 to 48 months.

## General Information

- ☞ The Purchase Card may be used at any merchant that accepts MasterCard credit cards.
- ☞ The Purchase Card is not to be used for personal purchases.
- ☞ You are responsible for the security of your card and any transactions made against the card.  
The Purchase Card is issued in your name and it will be assumed that any purchases made against the Purchase Card will have been made by you.
- ☞ Use of the Purchase Card not in accordance with the guidelines established for this program will result in revocation of the card.
- ☞ You will not be charged an annual fee for your card.
- ☞ Harris Bank will pay merchants within 48 hours of posting your transaction to MasterCard.
- ☞ Becky Flikeid will select one (default) account code for charge-backs.
- ☞ The Department budget is reduced by each transaction and reflected in the following month.
- ☞ Original receipts and a copy of the Monthly Statement Report (printed from Harris *details* Online Website) with your Supervisor's signature should be forwarded to Becky Flikeid in the Business Office each month, by the 10th of the month.
- ☞ The card holder is responsible for ensuring that each purchase they make receives tax exempt status
- ☞ You are now responsible for coding your transactions in the finance system.

## Acceptable P-Card Purchases

The following information provides examples of purchases that are appropriate for the Purchase Card:

- ☺ Purchases of a small dollar amount
- ☺ Conference/Seminar registrations ( need to register in fiscal year of the conference/seminar)
- ☺ Travel/Conference expenses
- ☺ Instructional supplies
- ☺ Instructional games and toys
- ☺ Hardware store items

## **Program Restrictions**

Each P-Card has been assigned a monthly credit limit determined by the Director of Business Services. Harris Bank will only take direction from your authorized program administrator. All requests and limit changes must be approved by your program administrator, or Harris Bank will not make those changes.

Levels of credit authorization are in place to clearly define the individual purchasing limit controls. We have chosen to define our control limits by levels. Each designated level will have a transaction limit, daily limit, and monthly limit. Transactions above your assigned credit limit will be declined at the point of sale.

If your card is declined by a merchant and you feel the decline should not have occurred, contact Becky Flikeid, or Corporate Client Services at 1-800-263-2263 within 24 hours.

Request for transaction, daily and monthly limit changes are to be made to Becky Flikeid

## **Misuse of the MasterCard Purchase Card**

In the case of misuse, the supervisor shall document the occurrence on the Cardholder Misuse Report and forward it to the Program Card Administrator immediately for further action. Employee, supervisor or program administrator will complete each time there is an occurrence. Examples include:

- i. **Use of card for personal purchases (check for repayment must accompany the statement)**
- ii. **Employee online approval/coding updates are tardy**
- iii. **Late statements submission**
- iv. **Missing receipts (check for amount of purchase must accompany statement)**
- v. **Sales tax on tax-exempt purchase (check for repayment of sales tax must accompany statement)**

**Cardholder incidents in any combination above will result in card termination.**

## **Reconciliation and Payment**

The P-Card program carries corporate, not individual, liability. A single invoice covering all ISD #283 Purchase Card purchases will be paid each month by Accounting. You will not be required to pay your monthly statement using personal funds. The Purchase Card does not impact your personal credit rating in any way.

**It is required that you retain all original receipts for goods purchased.** If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is



shipped to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase.

Every cardholder will need to review their statement for all transactions made against their MasterCard Purchase Card during the previous billing cycle. You will be notified by e-mail to review and approve your transactions on the last working day of the month. You will have 7 days to complete this task. You have the option to change (reclassify) any portion of the 17-digit UFARS code, or to split and reclassify between multiple codes. Original receipts and a copy of your Harris Bank Statement (printed from the website) signed by the P-Card holder's supervisor must be forwarded to the Program Card Administrator each month, by the 10th of the month. All original receipts must be securely taped to a 8.5 x 11 sheet of paper that is ready to be scanned through a printer. **Failure to provide timely receipts will result in revocation of the Mastercard.**

The cardholder may keep a transaction log of all receipts and statements. The log serves to remind cardholders of transactions and assists in reconciliation of the monthly statements. A periodic audit will be conducted of card activity, retention of receipts, reconciled detail and signed monthly statements.

## **When Your Records Do Not Agree with Your Monthly Statement**

There may be an occasion when you find items on your transaction log that do not correlate with your retained receipts or monthly cardholder statement. Reconciliation of your monthly statement is very important to determine if you made a particular transaction, the amount of the transaction is correct, or you have a quality or service issue.

Your first recourse is to contact the merchant involved to try to resolve the error. If the merchant agrees that an error has been made, your account will be credited. Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Be sure to check that the credit is received on your next monthly statement.

If you are unable to resolve the issue directly with the merchant, contact the customer service department at Harris Bank, 1-800-263-2263. When you call, make sure to have detailed information regarding the dispute. State that you would like to dispute a charge on your Purchase Card. You are required by law to submit the information in writing to initiate a claims dispute with Harris Bank. The amount of the next monthly statement will be reduced by the amount of the disputed item until the question is resolved. (See Cardholder Dispute Form at the back of the manual.)

Any charge you wish to dispute must be identified in writing within 30 days of the statement date to Harris Bank.

You are responsible for the transactions identified on your statement. When an audit is conducted on your account, you must be able to produce receipts showing that an ISD #283 approved



transactions occurred. If an error is discovered you are responsible to show that the error or dispute resolution process has been followed.

## **Lost or Stolen Cards**

The MasterCard Purchase Card is the property of ISD #283 and should be secured just as you would secure your personal credit cards. If your card is lost or stolen contact Harris Bank customer service number (1-800-263-2263) immediately, then notify Becky Flikeid. When calling customer service, be prepared to provide your social security number.

Upon notifying Harris Bank, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the Merchant will decline it. Prompt action in these circumstances is very important to reduce school district liability for fraudulent charges.

## **Sales Tax**

Merchants are usually required by taxing authorities to include sales tax when goods are purchased. The amount is dependent on a variety of factors, including the state and city where you are purchasing the goods.

Purchases of items by public or non-profit private schools for their own use are generally exempt from sales tax. The exemption applies to the public or non-profit schools, not to the individual.

It is the cardholder's responsibility to notify the merchant that ISD #283 is **tax exempt**. Our state tax exempt number is **8004740** and a copy of the tax exempt form is included in the back of this manual. You will need to make a copy of the form, insert the vendor name, and then date the form prior to issuance (i.e., faxing or mailing). Do not distribute this form to any other employee in the organization. If they need one, they have been provided with a copy.





## St. Louis Park Public Schools

### CARDHOLDER APPLICATION FORM

P-C Card applicants must receive authorization from their Principal/or Department Supervisor to apply for the Purchase Card.

#### APPLICANT INFORMATION: (Please print clearly)

School Location \_\_\_\_\_ Phone Number \_\_\_\_\_

School/Location Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's EMail address \_\_\_\_\_

Transaction Limit: \_\_\_\_\_ Daily Limit: \_\_\_\_\_ Monthly Limit: \_\_\_\_\_

Approver Name \_\_\_\_\_

Approver EMail address \_\_\_\_\_

As the Department Supervisor/Administrator/Principal I hereby grant the above mentioned Applicant authorization to apply for, and use, the St. Louis Park Schools MasterCard Purchase Card for the account number listed below. I also agree to review and sign the monthly MasterCard Purchase Card statements issued to the above applicant. If the applicant's employment with the District is terminated, I agree to notify Becky Flikeid, the Program Administrator.

Signature \_\_\_\_\_

Default Budget Account Code \_\_\_\_\_



**St. Louis Park  
Public Schools**

## **ACKNOWLEDGEMENT OF RECEIPT OF THE MASTERCARD PURCHASE CARD**

I acknowledge that, on the date indicated below, I received my Purchase Card. I have previously received a copy of the procedure manual explaining the use and responsibilities of the Purchase Card.  
I understand that:

The Purchase Card is a cost-effective method for the purchase and payment of small dollar transactions and is limited to \$\_\_\_\_\_ per month.

.The Purchase Card is to be used solely for business purchases; not personal purchases

.I am responsible for reconciling monthly statements and maintaining accurate accounting records

Should my employment with ISD #283 terminate, I am responsible for returning the Purchase Card to Becky Flikeid, the Program Administrator.

Employee Signature\_\_\_\_\_

Employee Name\_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

**Please return this form to Becky Flikeid**



**St. Louis Park  
Public Schools**

## CARDHOLDER MISUSE REPORT

**Cardholder Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Building/Department:** \_\_\_\_\_

**DESCRIPTION OF  
MISUSE:**

---

---

---

---

---

**ACTION  
TAKEN:**

---

---

---

---

---

**RECOMMENDATION:**

---

---

---

---

---

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**E-MAIL THIS FORM TO THE PROGRAM CARD ADMINISTRATOR  
AT [flikeid.becky@slpschools.org](mailto:flikeid.becky@slpschools.org) IMMEDIATELY FOR REVIEW AND PROCESSING**



## TERMS OF REVOCATION FORM

As an authorized user of the MasterCard Purchase Card, I understand that I am the only person authorized to make purchases with the Purchase Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by St. Louis Park Public Schools.

I understand that the following items constitute misuse of the MasterCard Purchase Card and that any misuse will result in the revocation of my privileges to be a MasterCard Purchase Cardholder, and may result in revocation of all departmental and/or divisional Purchase Card privileges.

**Misuse of P-Card includes:**

- i. **Use of card for personal purchases (check for repayment must accompany the statement)**
- ii. **Employee online approval/coding updates are tardy**
- iii. **Late statements submission**
- iv. **Missing receipts (check for amount of purchase must accompany statement)**
- v. **Sales tax on tax-exempt purchase (check for repayment of sales tax must accompany statement)**

**I understand that cardholder incidents in any combination of the above will result in card termination.**

If the MasterCard Purchase Card is used for personal purchases, for unauthorized items or by someone other than myself, I hereby agree to personally pay either ISD #283 or the vendor for such purchases and hereby authorize ISD #283, if necessary, to withhold from my paycheck any amount necessary to pay these charges.

Name of Cardholder \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Cardholder's Signature \_\_\_\_\_

**NOTE:** In addition to the above consequences for misuse of the MasterCard Purchase Card, St. Louis Park Schools retains the right to take further action, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving District funds.



# St. Louis Park Public Schools

## St. Louis Park School Dist. #283 P-Card Order Log

Cardholder Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Department: \_\_\_\_\_

Date Ordered	Date Delivered	Total \$ Amount	Description	Account code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
18				
20				

Cardholder Signature: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Dept/Title: \_\_\_\_\_ Date: \_\_\_\_\_

RETAIN RECEIPTS, CARD STATEMENT AND LOG AT SITE/DEPARTMENT