



# VALLEY VIEW SCHOOL DISTRICT 365U PROCUREMENT CARD PROCEDURES

In the spring of 2005, the district implemented the P-Card program to all approved administrators and district employees who are directly involved in purchasing items for their building and/or department.

## **Background:**

- The purpose of the P-Card program is to provide an efficient, cost-effective method of purchasing and paying for goods and services.
- To replace the use of purchase orders for purchases of less than \$500.00, internet purchases and/or purchases from vendors where purchase orders are not accepted.

## **Program Features:**

- The card resembles and operates like a credit card; your individual name will be on the card.
- Cards are programmed with monthly transaction limits, no cash advances and to be used only in the United States.

## **Parameters for Use:**

- Cards may be utilized for School District purchases. Purchases **MAY NOT** be made for the School Trust Funds or Parent Groups.
- It may be used for small-dollar material/supply purchases such as:
  - Office supplies
  - Printer supplies
  - District approved books and magazines
  - Office Depot approved purchases
- Repetitive District purchases and payments
- Registration and travel arrangements for workshops must be pre-approved by completing the *Travel Expense Report* which is sent into the Curriculum Department. Covered under travel are:
  - Airline Tickets
  - Hotel Reservations and lodging
  - Food
  - Car rental when necessary
- District approved Conference Payments
- District approved Subscriptions
- District approved Educational Memberships
- Proper audit trail must be maintained. The *Procurement Card Expense Report* and *Summary Report* must be completed; receipts attached and submitted monthly when the card has been used. **Itemized Receipts are required.**

### **Procedures for Use:**

- Sign the *Procurement Usage Agreement* form.
- Use the card following the parameters for use.
- Remind vendors of School's tax-exempt status (tax exemption number is printed on the P-Card. Provided also is a business card size copy of the District Tax Exempt Letter.
- Ask for and retain all *itemized* receipts and/or *packing slips* for all transactions. Remember *packing slips* may not contain cost and cannot substitute for an *itemized* receipt in those cases.
- Monthly statements will be sent by email to you around the 7<sup>th</sup> of the month each month your card has been used. Review statement and complete both the *Procurement Expense Report* and the *Summary Report* by
  - Indicating the account number to be charged
  - Justification of the expense
  - Attach the itemized receipt/packing slip
  - Make sure no tax has been charged
  - Have the *Procurement Expense Report* signed by your supervisor
  - Make sure all totals match on all forms being used
- Submit the *Expense* forms, itemized receipts and credit card statement to the Finance Department by the **15<sup>th</sup> of the month**.
- Make a duplicate copy of all forms and receipts for you records.
- Should your card be lost or stolen, contact the Harris Bank immediately at 800-361-3361. Also contact Joanne Bourg or Sallyann Durante at the Administration Center.

### **Questions:**

- Any questions regarding usage or expense reporting contact:
  - Sallyann Durante – Purchasing Director by:
  - Phone: 815-886-7246 X281
  - Email: [durantes@vvsd.org](mailto:durantes@vvsd.org)