



# PURCHASING CARD PROGRAM

P-Card

## PROCUREMENT CARD POLICY AND PROCEDURES

### HCS Vision and Core Values Statement

#### Vision

To be a premier, world-class school system in which every student acquires an excellent education. Our schools will be welcoming centers organized around high-quality teaching and learning.

#### Core Values

- We put service to students above all else
- We take responsibility for the success of all students
- We care passionately about our work with children
- We build strong positive relationships with students, staff, parents, and community
- We model and promote civility and integrity

## REVISION LOG

REVISION	DESCRIPTION	DATE
0	Original Issue	-----
1	REVISED TO SC PURCHASING CARD POLICY AND PROCEDURES REVISIONS	7-2012
2	REVISED TO CLARIFY PARAMETERS OF PURCHASING USAGE	11-2014
3.	REVISED TO UPDATE PROCEDURES	3-2016
4.	REVISED TO UPDATE GENERIC CARD PROCEDURE	7-2016
5	REVISED TO CLARIFY PROHIBITED PURCHASES SECTION REGARDING PCARD TRIP USAGE	2-2017

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## Definitions

**Bookkeeper or Department Liaison** - An employee in each school/department designated by the Principal/Department Head to be responsible for reviewing transactions of individual Cardholders to make sure the transactions are legitimate District expenses, classifying expenses appropriately, acquiring appropriate approval authority for each transaction.

**Cardholder** - An employee of the District who has been approved by his/her Principal/Department Head to use the Purchasing Card to execute purchase transactions on behalf of Horry County Schools and who accepts responsibility for adherence to the District's purchasing regulations and any abuse in the use of the Purchasing Card. Employees are able to make low-dollar purchases directly from vendors with approval of the Principal or Department Head. This is accomplished through the use of the Request for Purchasing Card Form. This streamlines the purchasing process and can help improve turnaround time on receipt of orders and payment to vendors.

**Card Issuer - Bank** – Financial institution designated as the card issuer whose services include issuing the purchasing cards, providing Bank's services include issuing Purchasing Cards to the District's employees, providing electronic transaction authorizations, and billing the District for all purchases made on the District's Purchasing Cards

**District Card Administrator** – The District's official who coordinates the Purchasing Card program and has final authorization of the issuance of a purchasing card for District use. The Chief Financial Officer has the responsibility as the District Card Administrator.

**Horry County Schools (the District)** - Arranges with the card issuer to have Purchasing Cards issued to approved employees and agrees to accept liability for the employees' use of the cards.

**Principal/Department Head** – The District's official who must approve employee requests for a Purchasing Card, submit Requests for Purchasing Cards to the Chief Financial Officer, and approves all requisitioned requests to use the purchasing card. Principal/Department Head approval delegates transaction authority to the Cardholder. See attachment entitled **Request for Purchasing Card**.

**Purchasing Card Program** - The Purchasing Card program provides a cost-efficient, alternative method for purchasing low-dollar supplies, equipment and services and unrestricted travel costs. Built-in card features make the program easy to control and manage and significantly reduces workload and processing costs at all levels. The Purchasing Card enables all schools/departments to focus on higher-yield, value-added activities.

**Purchasing Card – (P-Card)** Tool to allow HCS employees to purchase goods and services. Terms Purchasing Card and P-Card are used interchangeably.

**Purchasing Card Administrator(s)** – District office personnel who acts as the liaison between Bank and the District. Presently, the Pupil Fund Supervisor, the Chief Financial Officer Administrative Assistant, and the Systems Analyst have been delegated the authority to make changes to the purchasing card limits.

**Purchasing Card Cardholder Agreement** – Agreement signed by cardholder stating that purchasing card will be used in accordance with the provisions of the Purchasing Card Program established guidelines and the Horry County Procurement Code and Regulations.

**Request for Purchasing Card** – Application for approval of an employee to be issued a purchasing card.

**Vendors** - Merchants who accept Credit Cards for District purchases. Merchants need not send billing statements to the District. They will receive payment directly from card issuer within forty-eight (48) hours.

# HORRY COUNTY SCHOOLS

## District Wide Purchasing Card Policy

### INTRODUCTION AND PROGRAM OVERVIEW

#### 1. Basis of the Policy

Horry County Schools is responsible for paying business related expenses that support its Vision and Core Values. (See Note 1). Employees are responsible for prudently using District resources for business related purchases. The District provides a Purchasing Card (P-Card) Program to allow designated employees to do so. The P-Card is the only charge card program authorized for use by the District.

#### 2. Purpose

One method of communication that is particularly effective for internal control is the formal documentation of policies and procedures. This policy is designed to provide assistance and readily available guidance to employees who need it through the delineation of authorities and responsibilities, documentation of procedures, and description of controls for the purpose of increasing employee understanding. Employees who have been granted the privilege and trust of using a P-Card must follow the established procedures to ensure continued purchasing card program success. Horry County Schools (the District) is participating in this program designed to better help manage low-dollar supply, equipment and service purchases and bring many benefits to users, the District, and vendors.

This Purchasing Card (P-Card) program establishes minimum standards for use of the P-Card in order to ensure compliance with all applicable State and District laws pertaining to purchasing as contained in the District Procurement Code.

It is the policy of the District to use the P-Card for purchases up to the Procurement Code threshold limit for small purchases of \$1,500. These purchases may be accomplished without securing competitive quotes if the prices is considered fair and reasonable. A price is considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of a competitive business.

The success of the Purchasing Card Program and its continuing use depends on authorized Cardholder and vendor participation and cooperation in compliance with program requirements.

#### 3. What is the Purchasing Card?

The Purchasing Card is a credit card issued by a financial institution. (At the revision of this Purchasing Manual the purchasing card is a Master Card issued by Wells Fargo.) It is a fast, flexible purchasing tool which offers an alternative to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for low-dollar supplies, equipment, and miscellaneous services within the confines of the District's Procurement Code and Regulations.

The Purchasing Card will enable purchase of non-restricted commodities and low-dollar, non-repetitive services directly from the vendors by telephone, fax, internet, or in person.

The Purchasing Card will be issued in the 1) employee's name with the District's emblem, the wording "For Official Use Only" and the school/department name clearly indicated on the card or 2) a generic card with the school name.

#### **4. Authority over Purchasing Cards**

The Purchasing Card Program is under the direction of the District's Purchasing Card Administrator. The Chief Financial Officer has been delegated the authority to oversee the Purchasing Card program.

The P-Card represents the District's trust in the P-Card holder as a responsible employee who will safeguard and protect the District's assets. The P-Card should be used only by the individual named on the card. The schools can also be issued generic P-Cards. P-Card holders should safeguard the use of the card by unauthorized individuals.

Purchasing authority is delegated to employees by the Principal or Department Heads to make business related purchases with a purchasing card not to exceed a single transaction limit as specifically approved. The Purchasing Card may not be used for any personal expenses. Unauthorized use may result in disciplinary actions and/or cancellation of the card.

The authority to grant permission to use a Purchasing Card is the responsibility of the Chief Financial Officer upon approval by the principal or department head of the requesting employee. When a business case exists, limited exceptions to the P-Card Policies and Procedures may be granted upon written request from the user department and with written approval from the designated authority.

# PURCHASING CARD PROCEDURES

## 1. Procedure Overview

The District Purchasing Card (P-Card) Program simplifies purchase and payment of certain goods and services costing \$1,500 or less. The P-Card bank pays vendors directly for purchases within a short period of time.

Cardholders use the P-Card to purchase allowable goods and services. The District is held to a high level of accountability/transparency for its business practices. Every reasonable effort must be made to ensure that funds are used in a responsible manner. The use of the P-Card must be within the guidelines of the general and specific restrictions in this document.

## 2. Obtaining a Purchasing Card/Application Process

To obtain a P-Card, an employee must complete a Request for Purchasing Card. See attachment – Request for Purchasing Card. Forms can also be obtained from the bookkeeper at each location and are posted to the District's website under Procurement.

To apply for a P-Card the following criteria must be met.

- Applicant must be an employee in good standing of Horry County Schools.
- Applicant's request for a Purchasing Card must be approved by his/her Principal/Department Head and the Chief Financial Officer. See Attachment – Request for Purchasing Card.
- Each individual Cardholder must sign a Purchasing Card Cardholder Agreement verifiable by the Bookkeeper or Principal/Department Head and return to Purchasing Card Administrator. See Attachment – Purchasing Card Cardholder Agreement.
- Have an on-going need to purchase goods or services from vendors that do not accept purchase orders;
- Be assigned to make purchases for a department or group of employees on a regular basis;
- Serve as a functional leader of off-campus, after school or weekend activities for students where the safety and well-being of those students is of primary concern;
- Serve in facility maintenance where purchase of supplies cannot be easily determined prior to performance of work. See Section Facilities Maintenance for additional clarification.

## 3. Issuance of Purchasing Card

The District in conjunction with the card issuer - bank issues a Purchasing Card.

- Purchasing Cards (P-Cards) will be issued only to District employees.
- Generic cards will be issued to schools. General cards issued to schools will be held in safekeeping by the bookkeeper or designated employee at each school or department.
- The employee's Principal/Department Head must approve the request for a card. See Attachment
- The employee's name must be embossed on the card along with the District's emblem, the wording "For Official Use Only," and the school/department name clearly indicated.
- Each issued card has a unique, identifying number provided by Bank.
- Each Cardholder must sign the "Purchasing Card Cardholder Agreement" See Attachment.
- PURCHASING CARDS ARE NOT TRANSFERABLE BETWEEN CARDHOLDERS, EMPLOYEES, OR SCHOOLS/DEPARTMENTS.



#### **4. Purchasing Card Limits**

Spending limits enable the District Administration to provide cardholders with the purchasing power to accomplish the needs of the job without exposing HCS to unnecessary risk.

Purchasing Card limits are \$1,500 per individual transaction for small value purchases of supplies, materials, equipment, or services, where not otherwise prohibited or restricted. Ordering methods such as verbal, internet, or facsimile may be used under small purchase guidelines to purchase the approved type of goods or services. Purchases from open market sources should be distributed equitably among qualified suppliers. Exceptions may be granted under special circumstances. Authority for limit changes to the P-card has been delegated to the PAP Supervisor, the Business Systems Analyst, and the CFO Administrative Assistant.

- a. The P-Card can only be used for small value purchases of a single transaction.
- b. Same vendor transactions are limited to one daily with a \$1,500 limit.

The Purchasing Card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the Purchasing Card is used within established guidelines relating to the expenditure of District funds and the Purchasing Card Program as well as the District's Procurement Code and Regulations. Failure to comply with these guidelines may result in permanent revocation of the card, and further disciplinary measures up to and including termination.

#### **5. Purchasing Card Utilization**

P-Card utilization will be monitored and reviewed by a Purchasing Card Administrator or designee. The purpose of the review is to verify that P-Cards are still needed and that purchasing guidelines are followed. Purchasing cards that are not utilized may be canceled.

To ensure the continued success of the P-Card program and to meet procurement and financial requirements, audits will be performed periodically. Adequate documentation must be maintained to support the transactions. Receipts are required for the verification of transactions and for the proper expense allocation of the purchases.

#### **6. Cardholder Responsibilities (Includes staff members authorized to use a generic card.)**

Cardholders are considered to be "de facto" purchasing agents for the District and must have an understanding of the District's Procurement Code and Regulations.

- Sign a "Purchasing Card Cardholder Agreement" accepting responsibility for card usage, adherence to established guidelines, and any abuse of the Purchasing Card.
- Maintain the Purchasing Card in a secure location and manner at all times while in the possession of the Cardholder.
- Not allow any other individual to use the Purchasing Card assigned to the Cardholder.
- Show proof of identification when using the Purchasing Card at a vendor location where merchandise is being picked up.
- Ensure the Purchasing Card is used only for legitimate District business purposes and in accordance with the Purchasing Card Program established guidelines.
- Not use the Purchasing Card for entertainment costs, cash advances, or at any vendor included in the "Listing of Blocked Vendors" See Attachment -
- Adhere to the purchase limits and restrictions of the Purchasing Card as defined by the District's most current Procurement Code and Regulations and Purchasing Card Program established guidelines.

- Notify Bank using the telephone number on the back of the card during business hours when a card is blocked on the initial “swipe” at an approved vendor so corrective action can be taken immediately.
- Obtain all sales slips, cash register receipts, invoices, packing slips, telephone/fax order forms, printed purchase confirmations from websites, or other forms of purchase documentation. Return appropriate documentation of purchase to the Bookkeeper at the first opportunity during business hours for compliance review and reconciliation to the approved purchase order.
  - a. If receipt has been lost and a duplicate cannot be obtained, the P-Card Administrator can determine if internal policy will allow use of a **Lost Receipt or Invoice Affidavit (See Attached)**
- Obtain all refunds in the form of a credit against the Purchasing Card for returned or non-delivered items and not accept cash in lieu of a credit to the Purchasing Card.
- Assist the Bookkeeper in identifying transactions, which require the submission of use tax to the Department of Revenue.
- Immediately report a lost or stolen card to Card Issuer - Bank at 1-800-932-0036. Outside of the United States call collect 1-612-332-2224. (24 hours a day, 365 days a year), and notify the Bookkeeper of the lost or stolen Purchasing Card at the first opportunity during normal business hours.
- Report erroneous transactions or violations of the Purchasing Card guidelines immediately to the Bookkeeper during normal business hours.
- Ensure Purchasing Card is returned to the Bookkeeper upon termination of employment, when transferring to another school/department within the District, when transferring to a position where a Purchasing Card is no longer necessary, or when purchasing card privileges have been revoked by the Principal/Department Head or through disciplinary action.
- Generic cards must be returned to the bookkeeper on the same day unless otherwise indicated on the purchase orders.
- Purchasing cards are allowed to be kept over night for valid business/academic reasons. The overnight usage of a purchasing card must be noted on the associated purchase order and approved by the Principal/Department Head.

Misuse of the card will subject Cardholder to disciplinary action in accordance with the District’s established policies and procedures relating to disciplinary action and termination for cause.

## **7. Bookkeeper Responsibilities**

Each Principal/Department Head must designate one or more Bookkeepers for his/her department and assign a Bookkeeper for each Purchasing Card application approved for his/her employees. The Bookkeeper must:

- Administer the Purchasing Card Program at the direction of the Purchasing Card Administrator.
- Maintain all Purchasing Cards in a secure location and manner while not in the possession of the Cardholder.
- Not issue a Purchasing Card to any employee to initiate purchases except the Cardholder named on the Purchasing Card. The exception is for cards issued in the name of the school or location.
- Complete P-Card Reconciliation. (See attached P-card Reconciliation Guidelines.)
- Secure all Cardholder sales slips, cash register receipts, invoices, packing slips, telephone/fax order forms, printed purchase confirmations from websites or other forms of purchase documentation from Cardholders immediately after purchase, review documentation for appropriateness of purchase, reconcile the purchase to the approved purchase order, and attach to purchase order.
- Notify P-Card Administrator of cancellation of Purchasing Cards upon termination and/or transfer of a Cardholder or when the Cardholder loses purchasing card privileges as approved by the Principal/Department Head or required through disciplinary action, and collect canceled cards from Cardholders and destroy.

- Adhere to any Cardholder requirements as may be appropriate in relation to the Purchasing Card issued to the Bookkeeper.
- Assure each transaction complies with P-Card policies and procedures.

## **8. Purchasing Card Administration (P-Card Administrator) Responsibilities**

The P-Card Administrator will be responsible for the over-all administration of the Purchasing Card Program as delegated responsibilities by the District Card Administrator.

- Serve as the District’s liaison with Bank.
- Request, receive and issue Purchasing Cards to approved Cardholders.
- Secure signed “Purchasing Card Cardholder Agreement” See Attachment signifying the Cardholder’s agreement to and intended compliance with the established guidelines of the Purchasing Card Program and the District’s Procurement Code and Regulations while using the Purchasing Card.
- Ensure budgeted funds are available at the time of any purchase request for use of funds (other than Pupil Activity Funds) in excess of the \$1,500 transaction limitation prior to approval or securing approval of such request.
- Secure one-time increases in the purchasing limit of a Cardholder’s Purchasing Card from Bank for an approved purchase in excess of \$1,500.
- Ensure lost or stolen cards have been blocked/canceled by bank.
- Provide training for all prospective Cardholders and Department head/Principals prior to issuance of the P-Card. Training shall include:
  - a. Mandatory Cardholder Agreement specifying terms and conditions for use of the P-card;
  - b. District P-Card Policy;
  - c. Familiarity with all forms

## **9. Monitoring Activities and Other Business and Finance Review**

One of the key concepts in internal control systems is monitoring, which assess the quality of the systems’ performance. The scope and frequency of monitoring activities depends on the District’s assessment of risk and the effectiveness of the on-going monitoring activities.

Examples of monitoring activities include the following:

- Review of daily transactions, new applications/changes/deletions/error and exception logs, and transaction warning reports.
- Reviews of parked transactions.
- Reviews of declined purchases and spending limits
- Review of MCCs (Merchant Category Codes)

## **10. Documentation Requirements**

Original documentation must support the legitimate District business purpose of all transactions made with the Purchasing Card. Documentation must include the name of the vendor, the date and dollar amount of the transaction. No adjustments should be made to the original documentation. If additional information is needed, it should be attached to the original and signed and dated.

The following are examples of supporting documentation:

- Detailed cash or sales receipts, or invoices (including internet orders, i.e., screen prints of the charges,

- and the total charge/expenditure;
- Packing slips, only if the dollar amount of the transaction is present and detailed purchase prices are included;
- Subscription forms or dues statements; and
- Conference registration forms.

## **11. Cardholder Violations and Disciplinary Actions**

The P-Card Administrator is required to cancel the Purchasing Card of any Cardholder a) transferred to a different school/department, b) transferred to a new position where a Purchasing Card is not required in the performance of the duties for that position; c) terminated from employment with Horry County Schools, or d) who meets any of the following criteria, which will also subject the Cardholder to disciplinary action in accordance with the District's established guidelines related to disciplinary action and termination for cause:

- a. Using the Purchasing Card for personal or unauthorized purposes.
- b. Using or attempting to use the Purchasing Card to purchase alcoholic beverages or any substance, material, or service which violates policy, law, regulation, or established guidelines of or pertaining to Horry County Schools.
- c. Allowing the Purchasing Card to be used by another individual other than the assigned Cardholder.
- d. Splitting of purchases to circumvent the limitations of the Purchasing Card Program guidelines or the Procurement Code and Regulations of the District.
- e. Using another Cardholder's card to circumvent the purchase limit assigned to either Cardholder, the limitations of the Purchasing Card Program guidelines or the Procurement Code and Regulations of the District.
- f. Failing to provide the Bookkeeper with required receipts.
- g. Failing to provide, when requested, information about any specific purchase.
- h. Not adhering to all or any of the Purchasing Card Program established guidelines, as may be updated, or the Procurement Code and Regulations of the District pertaining to the purchase of goods

## **12. Lost, Misplaced or Stolen Purchasing Cards**

Cardholders are required to immediately report any lost or stolen Purchasing Card to Bank toll-free at 1-800-932-0036 (24 hours a day, 365 days a year). The Cardholder must also immediately notify his/her Bookkeeper about the lost or stolen card at the first opportunity during normal business hours. The Bookkeeper shall immediately notify the P-Card Administrator of the lost/stolen Purchasing Card and whether a replacement is required.

## **13. Reconciliation, Approval, and Allocation of Billing**

The attached information guide P-Card Reconciliation serves as the District's guide for P-Card Reconciliations.

## **14. Prohibited Purchases**

The following types of purchases are strictly prohibited by District policy. No exceptions will be granted unless obtained in writing by District Administration.

- Personal purchases of any kind (Personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official District business)
  - In the instance of accidental use of the P-card for personal reasons, the Cardholder must reimburse the District as soon as the error is discovered; and attach a copy of the validated cashiering deposit receipt to the supplier documents. In addition, an incident memo signed

by the Cardholder is attached to the monthly statement explaining how the accidental use occurred, and corrective actions take to avoid re-occurrence. The inadvertent personal use that is quickly reimbursed will not result in any adverse consequences for the Cardholder; however, multiple incidents of accidental use may result in termination of the District issued P-Card.

- Cash advances in any form, including the use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
- Gift cards, store value cards, calling cards, pre-paid cards or similar products.
- Meals while traveling on HCS business are prohibited. Meals are reimbursed on a per diem basis.
- The District reserves the right to allow certain travel expenses if approved by the Chief Financial Officer.
  - Note: Approved travel expenses for students, their accompanying chaperones and bus drivers are allowable P-Card expenditures. However, it is the Cardholder responsibility to ensure compliance with District travel policies. P-Cards shall be returned immediately after an approved trip has been completed along with receipts to the bookkeeper for review if a school generic P-Card was used on the approved trip. Bookkeeper should note on purchase order that the use of a school generic Pcard has been approved for use by the Principal during an approved trip.
- Split orders to circumvent the Procurement guidelines also known as “pyramiding” (dividing a large purchase into smaller ones to bypass a spending limit)
- Gifts, donations, contributions, or celebrations
- Payments to individuals, employees, or students for any reason
- Potentially hazardous materials or service related thereto
- Any expenditures not normally within the cardholder’s job responsibilities
- Entertainment, including in-room movies.
- Alcoholic beverages.
- Tobacco products
- Professional services unless prior approval is made by the Chief Financial Officer.
- Purchases using a P-Card from a vendor with a blocked MCC. Requests may be submitted to have a MCC unblocked and will be reviewed by the Chief Financial Officer or designee.

## 15. Erroneous Declines

Should the Purchasing Card be erroneously declined by an acceptable vendor, the Cardholder should immediately contact Bank using the number on the back of the card. The Cardholder should not allow the vendor’s employee to repeatedly attempt to use a Purchasing Card that has been declined at the initial “swipe”.

## 16. Credits

Vendors shall issue all credits to the individual Purchasing Card account of the Cardholder for any item accepted for return, damaged or erroneously billed. This credit will appear on a subsequent statement. **Under no circumstances shall a Cardholder accept cash in lieu of a credit to the Purchasing Card account.** No rebates, rewards, or promotional items shall be accepted by the cardholder as a result of the P-Card transaction for employee personal use. These may be accepted by the cardholder’s department or the District for appropriate departmental/institutional business use.

## **17. Unresolved Disputes and Billing Errors**

The cardholder shall work with the bookkeeper to resolve any disputed charges or billing errors. The bookkeeper shall be notified of any disputes still unresolved after three (3) days.

- The bookkeeper shall contact the card issuer – financial institution for assistance.
- Use the Card Issuer’s method of dispute notification as soon as posting/billing error is recognized by the Cardholder. Use the Statement of Disputed Item form to document the reason for the dispute.
- Contact the P-Card Administrator for assistance if an acceptable resolution is not obtained.

## **18. Security and Storage**

Purchasing cards should be maintained by the bookkeeper in a secure location until requested. P-Cards are to be used only by the person to whom the P-Card was issued. School generic P-Cards shall be kept under security by the bookkeeper until needed and then returned to a secure location after the P-Card has been returned.

## **19. Merchant Category Code Authorizations**

- Merchant Category Code (MCCs) are assigned by the banking industry to each merchant or vendor based on the type of goods and services that merchant or vendor typically provides. Allowing or blocking certain MCCs does not provide complete protection against unauthorized use of the P-Card; however, doing so provides a measure of protection against unauthorized or prohibited purchases.
- MCCs govern where P-Cards may be used. This is intended to help achieve the goal that only vendors appropriate to the needs of the District are allowed to accept P-Cards and to reduce the potential for prohibiting or unauthorized purchase. MCCs shown on the attached list entitled LISTING OF BLOCKED VENDORS may be blocked by the Card Issuer – Bank and the District on each cardholder’s card profile and may not be used by the P-Card holders.
- If the District desires to have specific MCCs for specific cards unblocked for a stated purpose and time frame, the District may request in writing to the bank to have a MCC unblocked.
- During the time of an emergency such as a natural disaster, the District may request that the bank temporarily un-block certain MCCs, temporarily raise the transaction limits for specific cards, or both.
- Any erroneous blocking of approved vendors at the point of sale shall be communicated immediately to Bank using the number on the back of the card.

## **EXCEPTIONS TO PURCHASE ORDER REQUIREMENT**

### **FACILITIES DEPARTMENT EXEMPTION FROM PURCHASE ORDER REQUIREMENT**

Use of a purchase order to complete the purchase process has been exempted by the District for Facilities Department. To enable personnel of the Facilities Department to operate efficiently and optimize time, the District has opted to relieve that Department from having to submit a purchase requisition through the system prior to a P-Card purchase. However, the following guidelines will be adhered to when using the P-Card for purchases of supplies or services.

- ONE LOCATION

- Total Work order cannot exceed \$1,500
- Determination of fair and reasonable price
- Contact Supervisor immediately if work order exceeds \$1,500

## **ATTACHMENTS**

Request for Purchasing Card

Purchasing Card Cardholder Agreement

P-Card Reconciliation

Listing of HCS Blocked Vendors

Sign-Out Sheet



## REQUEST FOR PURCHASING CARD

School bookkeepers have generic P-Cards available for school staff only requiring occasional use.

<b>Requesting Card For</b> (employee name as it appears on Payroll)	<b>Employee ID #</b>	<b>Employee SSN</b>
<b>Title/Position</b>	<b>School/Department</b>	
<b>Intended Usage</b>		
<b>Rationale for Issuance of Purchasing Card</b>		

Requested by: \_\_\_\_\_  
**Signature of Principal / Department Head** **Date**

Approved by: \_\_\_\_\_  
**Signature of Chief Financial Officer** **Date**

1. Cardholder must be a Horry County Schools employee in good standing.
2. Cardholder must:
  - Have an on-going need to purchase goods or services from vendors that do not accept purchase orders; or
  - Be assigned to make purchases for a department or group of employees on a regular basis; or
  - Serve as a functional leader of off-campus, after school or weekend activities for students where the safety and well-being of those students is of primary concern; or
  - Serve in facility maintenance where purchase of supplies cannot be easily determined prior to performance of the work.





## PURCHASING CARD CARDHOLDER AGREEMENT Requirements for Use

The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of Horry County Schools. The Purchasing Card issued is non-transferable between employees or school/departments and shall not be loaned to any person nor used by any person other than the named Cardholder.

The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Program established guidelines and the Procurement Code and Regulations of Horry County Schools.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action up to and including termination of employment. Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse the Horry County Schools for all costs associated with such improper use.

I, the undersigned, understand that I must use the Procurement Card assigned to me in accordance with all rules, regulations, and guidelines as may be updated and disseminated by Horry County Schools via the website or other method and am responsible for any abuse or misuse of said Procurement Card, which may result in disciplinary action up to and including termination of employment.

The enclosed card is a:  New Card  Renewal Card  Replacement Card

Purchasing Card Account Number: XXXX XXXX

Purchasing Card Expiration Date: \_\_\_\_\_

Credit Limit Per Transaction: \$1,500

Purchasing Card Issuance Date: \_\_\_\_\_

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

Printed Location: \_\_\_\_\_

Cardholder Agreement Signature: \_\_\_\_\_

Witness of Cardholder Signature: \_\_\_\_\_

Card Receipt/Agreement Date: \_\_\_\_\_

## P-Card Reconciliation

P-Card POs should be for a Quantity of 1.

Do not make them Amount Only POs One exception would be Amazon – they seem to have trouble shipping everything at once.

Receive on your P-Card Purchase Order as soon as you receive the items.

Remember that for all P-Card Purchase Orders, the receipt must be scanned in at the Receiver.

**If you do not see the PO # listed when reconciling the transaction, go to Manage Requisitions and make sure the correct P-Card was selected. You can do this by clicking on the Requisition #. The P-Card # will be in the top right-hand corner of the screen. If you need to change the P-Card to a different P-Card, please contact the buyer. They will be able to assist you with making this change.**

It is your choice whether or not you attach the scanned receipt in when reconciling your P-Cards **as long as you attached the receipt at the Receiver**. By matching the PO to the reconciliation, the auditors will be able to see the receipt by going to the Receiver.

If you did not create a Purchase Order for a P-Card transaction, **you must** scan and attach the receipt to the reconciliation. It will also be necessary for you to key in the appropriate account string for the transaction.

You DO NOT have to have the amount changed on a P-Card PO regardless if it's a higher or lower dollar amount. The amount charged to your P-Card will be the amount expensed AS LONG as you match the PO to the reconciliation.

NOTE: If you create a P-Card Purchase Order, receive on it, but do not match it to a P-Card transaction when reconciling, the entire amount of the P-Card PO will remain encumbered **in addition** to the amount charged to your P-Card being expensed. If this happens, you need to send Wendy Cooper an email and ask her to close the PO because it was not matched to your P-Card when you were reconciling your statement.

**All P-Card transactions must have a PO CREATED and matched or a receipt attached to the reconciliation.** If a PO is not matched to the P-Card reconciliation and the receipt is not scanned and attached to the P-Card reconciliation, there is no back-up for the auditors to reference. Once the transaction status is Closed, and you forgot to match the PO to the reconciliation or you do not have a receipt, click on the Comment Icon and key in the PO # which was not matched, or give a brief explanation as to why there is no receipt available. You can still scan and attach to Closed transactions.

## LISTING OF HCS BLOCKED VENDORS

0742	Veterinary Services
0763	Agricultural Cooperatives
4011	Railroads
4111	Transportation Commuter Passenger
4112	Passenger Railways
4119	Ambulance Services
4121	Taxicabs/Limousines
4225	Public Warehousing
4411	Steamship/Cruise Lines
4457	Boat Rentals and Leases
4468	Marinas, Marine Service & Supplies
4723	TUI Travel
4784	Toll and Bridge Fees
4821	Telegraph Services
4829	Wire Transfer – Money Orders
4899	Cable and Other Pay Television Services
5047	Dental/Laboratory/Medical/Ophthalmic
5094	Precious Stones and Metals, Watches and Jewelry
5122	Drugs, Drug Proprietors, and Druggists Sundries
5131	Piece Goods, Notions, and Other Dry Goods
5137	Men’s Women’s and Children’s Uniforms
5139	Commercial Footwear
5271	Mobile Home Dealers
5309	Duty Free Stores
5422	Freezer, Locker Meat Provisioners
5511	Automobile and Truck Dealers
5521	Automobile and Truck Dealers (Used Only) Sales
5551	Boat Dealers
5561	Camper Dealers, Recreational and Utility Trailers
5571	Motorcycle Shops and Dealers
5592	Motor Home Dealers
5598	Snowmobile Dealers
5611-5697	Retail Stores (Clothing)
5698	Wig and Toupee Shops
5699	Accessory and Apparel Stores Miscellaneous
5718	Fireplace, Fireplace Screens, Accessories Stores
5734	Computer Software Stores
5735	Record Shops
5813	Bars, Cocktail Lounges, Discotheques, etc.
5921	Package Stores, Beer, Wine, Liquor
5932	Antique Shops—Sales, Repairs, and Restoration Services
5933	Pawn Shops
5935	Wrecking Yards

## LISTING OF HCS BLOCKED VENDORS

5937	Antique Reproductions Stores
5940	Bicycle Shops Sales and Service
5944	Clock, Jewelry, Watch, and Silverware Store
5948	Leather Goods and Luggage Stores
5960	Direct Marketing—Insurance Services
5963	Door-to-Door Sales
5966	Direct Marketing—Outbound Telemarketing Merchants
5967	Direct Marketing—Inbound Teleservices Merchants
5968	Direct Marketing—Continuity/Subscription Merchants
5969	Direct Marketing—Other Direct Marketers (Not Elsewhere Classified)
5971	Art Dealers and Galleries
5972	Stamp and Coin Stores Philatelic and Numismatic
5973	Religious Goods Stores
5975	Hearing Aids Sales, Service, Supply Stores
5976	Orthopedic Goods Artificial Limb Stores
5977	Cosmetic Stores
5993	Cigar Stores and Stands
5994	News Dealers and Newsstands
5995	Pet Shops Pet Food and Supplies
5996	Swimming Pools Sales and Supplies
5997	Electric Razor Stores Sales and Service
5998	Tent and Awning Shops
9751-9752	All International (UK)
6010	Financial Institutions – Manual Cash Disbursements
6011	Financial Institutions – Automated Cash Disbursements
6012	Financial Institutions – Merchandise & Services
6051	Non-Financial Institutions – Foreign Currency, Money Orders (not wire transfer), and Travelers Cheques
6211	Security Brokers/Dealers
6300	Insurance Sales & Underwriting
6381	Insurance Premiums
6399	Insurance (Not Elsewhere Classified)
6611	Overpayments
6760	Savings Bonds
7012	Timeshares
7033	Trailer Parks & Camp Grounds
7230	Barber and Beauty Shops
7251	Hat Cleaning Shops, Shoe Repair, Shoe Parlors
7261	Funeral Service and Crematories
7273	Dating and Escort Service
7276	Tax Preparation Service
7277	Debt, Marriage, Personal Counseling Service

## LISTING OF HCS BLOCKED VENDORS

7278	Buying/Shopping Clubs, Services
7295	Babysitting Services
7297	Massage Parlors
7298	Health and Beauty Spas
7299	Other Services (Not Elsewhere Classified)
7311	Advertising Services
7321	Consumer Credit Reporting Agencies
7339	Stenographic and Secretarial Support Services
7361	Employment Agencies, Temporary Help Services
7372	Computer Programming, Data Processing
7375	Information Retrieval Services
7392	Consulting, Management, and Public Relations
7393	Detective Agencies, Protective Agencies
7399	Business Services (Not Elsewhere Classified)
7511	Truck Stop Transactions
7513	Truck and Utility Trailer Rentals
7519	Motor Home & Recreational Vehicle Rentals
7523	Automobile Parking Lots and Garages
7631	Clock, Jewelry, and Watch Repair Shops
7995	Betting (Including Lottery Tickets, Casino Gaming Chips, Off-Track Betting & Wagers)
8011	Doctors (Not Elsewhere Classified)
8021	Dentists, Orthodontists
8031	Osteopathic Physicians
8041	Chiropractors
8042	Optometrists, Ophthalmologists
8043	Opticians, Optical Goods, and Eyeglasses
8049	Chiropodists, Podiatrists
8050	Nursing and Personal Care Facilities
8111	Attorneys, Legal Service
8211	Schools, Elementary and Secondary
8220	Colleges, Universities, Professional Schools
8241	Schools, Correspondence
8244	Schools, Business and Secretarial
8249	Schools, Trade and Vocational
8351	Child Care Services
8398	Organizations, Charitable and Social Services
8641	Associations Civic, Social, and Fraternal

## LISTING OF HCS BLOCKED VENDORS

8651	Organizations, Political
8661	Organizations, Religious
8675	Associations, Automobile
8699	Organizations, Membership
8734	Testing Laboratories (Non-Medical)
8931	Accounting, Auditing and Bookkeeping Services
8999	Professional Service (Not Elsewhere Classified)
9211	Court Costs including Alimony and Child Support
9222	Fines
9223	Bail and Bond Payments
9311	Tax Payments
9399	Government Services (Not Elsewhere Classified)

