

Your Pcard and You

Purpose of the pcard

To allow the cardholder to handle SMALL, RECURRING and ROUTINE purchases.

To provide means to purchase authorized items when they cannot be purchased through any other means.

To assist in making travel arrangements for authorized personnel.

Not the purpose of the card

The card is not a substitute for poor planning.

The card is not a convenience.

The card is not a means to avoid approval processes, bidding restrictions, or items that would not normally allowed.

Terminology

- ▶ Procurement Card: Pcard
- ▶ Provider: J P Morgan Chase (Master Card)
- ▶ Employee Agreement Form
- ▶ Cardholder Agreement Form
- ▶ Cardholder/User

Governance

- ▶ CPSB Policy DJEAA
- ▶ CPSB Procurement Card User Manual

Policy DJEAA

- ▶ Maximum number of transactions per day: 10
- ▶ Maximum number of transactions per cycle: 150
- ▶ Individual transaction (dollar) amount: \$999.99
- ▶ Daily transaction (dollar) amount: \$4,999.99
- ▶ Maximum billing cycle transaction dollar amount: \$5,000.00

Maximum number of transactions per day: 10

- ▶ Different vendors
- ▶ Same vendor with reasonable explanation on division of order

Maximum number of transactions per cycle:
150

Individual transaction (dollar) amount: \$999.99

You have a purchase that is totaling more than the transaction limit.

Do not split order in an effort to avoid transaction limit.

What should you do?

Use the Business+ system in order to make the purchase

Request a check if a PO is unacceptable

Maximum billing cycle transaction dollar
amount: \$5,000.00

Daily transaction (dollar) amount: \$4,999.99

The daily transaction amount is ALSO the cycle transaction limit.

This means: You can deplete you're entire cycle limit in one day.

Example:

- Purchase 1: \$999.99 - Amazon
- Purchase 2: \$999.99- Lowes
- Purchase 3: \$999.99 - Staples
- Purchase 4: \$999.99 - Walmart
- Purchase 5: \$999.99 - Sam's Club

Doesn't exceed transaction limit

Doesn't violate the splitting of orders

Doesn't exceed daily transaction limit

**You're card is maxed out
until the new cycle
begins.**

Defined violations

- ▶ Personal purchases - items NOT used specifically for CPSB purposes
- ▶ Cash or cash type transactions (this included gift cards)
- ▶ Split purchases -
- ▶ Inappropriate purchases

Online purchases

- ▶ Amazon: Use the CPSB corporate account

Exceptions when ordering- items that may be restricted or need to be ordered from another source.

Specifics:

IT items should be ordered from contracted vendors

IT department has specific requirements for hardware in order to ensure compatibility, testing compliance, tracking ability and overall suitability.

Turning in your documentation

Original Statement

Original Receipts

All appropriate
Account numbers to
be charged

- ▶ CPSB Procurement Card Approval Sheet
to include:

Agreement Statement

Statement Date

Cardholder Signature

Director Signature

Chief Signature

Superintendent Signature (when appropriate)

CPSB PROCUREMENT CARD APPROVAL FORM

I certify that the charges listed on the attached statement were originated by me and are legitimate charges for merchandise purchased strictly for use by the Caddo Parish School Board as stated in the Procurement Card User Manual.

PCard Statement date: _____

Cardholder Signature: _____

Director Signature: _____

Division Chief Signature: _____

Superintendent: _____

Fraud/discrepancies/Disputes

- ▶ Fraud? Report immediately to Purchasing or if after hours, use the 800 number on the back of your card.
 - ▶ Discrepancies? Contact supplier and try to reconcile the difference
 - ▶ Dispute? Contact purchasing. We'll assist with navigating the process of formally filing a dispute claim.
-
- ▶ Report LOST or STOLEN cards immediately!

Annual Inventory

- ▶ List of current cardholders
- ▶ Department heads to conduct a physical inventory
- ▶ Report any missing cards
- ▶ Report any updates to cardholder status

Approving Subordinate Purchases

- ▶ Items should be pre-approved
- ▶ Check Receipt matches & misses
- ▶ Check Totals
- ▶ Verify quantities
- ▶ No Taxes
- ▶ Sign & assign

Please don't

- ▶ Purchase items for personal use
- ▶ Let anyone else use your card
- ▶ Exceed cardholder credit limits
- ▶ Use for travel UNLESS specifically authorized
- ▶ Fail to turn in ORIGINAL appropriate documentation
- ▶ Purchase services with your card

Please do

- ▶ Follow Policy DJEAA and Procurement Card user Manual
- ▶ Use the Business+ as your PRIMARY resource for making purchases
- ▶ Stay within purchase and transaction limits
- ▶ Ask questions if you have concerns or questions about a purchase

JPMC Reporting options

Usage reports

Transaction reports

Daily, cyclical and trend reports

Things to remember . . .

- ▶ Pcard purchases are subject to the same approval and funding requirements as a purchase order. (Title 1 funds, Grants, etc.)
- ▶ Sales taxes should *never* be paid, EXCEPT for non-state hotel taxes.
- ▶ Report card lost or stolen immediately.
- ▶ Report suspected fraud to Purchasing department immediately.

We're here to help

