

The School District of Jackson County



Purchasing Card (P-Card) Procedures Manual



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On-Site User Responsibilities

The SunTrust Enterprise Spend Platform System uses one role to accomplish the Purchasing Card transaction process. They are as follows:

Card Manager (Bookkeeper, Secretary)

- The Card Manager must make a typed request (Form JC 491) to the principal or department head, to purchase goods or services.
- Upon approval of the typed request by the principal or department head, the Card Manager may utilize the purchasing card to make the purchase. Another employee, (subject to the approval of the principal) may make the actual purchase, returning all receipts, along with the card, *immediately* after the transaction has been completed.
- The Card Manager is responsible for making sure that sales tax is not charged on the purchases. We are only tax-exempt for the State of Florida.
- Upon completion of the purchase, the Card Manager must (1) return the card to the designated area for safekeeping and (2) turn in detailed receipts (failure to obtain receipts may expose the employee to personal responsibility for vendor payment).
- Reviews and signs the SunTrust Bank statement associated with the appropriate card.
- The Card Manager must report disputed charges to the Procurement Card Administrator and ensure resolution.
- The Card Manager must immediately report loss or theft of a card, or any charges not authorized by the Card Approver, to the Procurement Card Administrator.
- The Card Manager should review SunTrust Enterprise Spend Platform transactions on a *daily basis*.
- As transactions appear in the SunTrust Enterprise Spend Platform, the Card Manager assigns coding per the official request Form JC 491.
- All transactions will be reviewed and coding assigned by the Card Manager within seven (7) working days. Card suspension is possible due to late paperwork remittance at 10 days and beyond.

Card Approver (Principal/Department Head)

- The Card Approver shall approve all purchase requests on Form JC-491, *before* the purchases are made.

- The Card Approver is solely responsible for requesting or canceling purchasing cards.
- The Card Approver is solely responsible for requesting credit limit changes.

SunTrust Enterprise Spend Platform Procedures

Enter the SunTrust Enterprise Spend Platform

- Using Internet Explorer, type:
<https://enterprisespendplatform.suntrust.com/secure/welcome.asp> in the address bar.

Enter the following:

1. Email address (your JCSB email address)
2. Your Username (assigned and emailed to you by SunTrust)
3. Your password (created by you)

If you forget your password or lock yourself out, call the PCard Administrator in Finance at 482-1200 x 259.

Select a Transaction

- Select a transaction you wish to work (click on the red “X” to the right.)
- Select the appropriate coding from the drop-down menu for each segment of the coding, including the vendor number.

Add Description

- To add a description, enter your information in the Supplier Information box.
- All transactions will appear as a single line item, in which you will either code to a single line segment of coding, or the transaction may be split out into different segment codes, depending on the function/object of the item(s) being purchased in accordance with the State of Florida Redbook.
- The Notes box should include the following information: Inv(sp)#_____
- Once the description/invoice # has been typed, click Save.

To Split a Transaction

In the SunTrust Enterprise Spend Platform system, splitting a transaction for different funding is quite simple. As you enter the coding for the first line, enter the amount in the Amount box which will be appropriate for that line item. You will notice that the total amount of the transaction decreases as you continue to split out your items. Once all lines have been fully

expensed and coded, you will notice that the amount remaining will be 0. Your split coding is now complete.

Keep in mind that SunTrust Bank can edit, and/or change prompts, as the need arises in upgrading their system.

Assigning Coding

- Coding may be selected by using the drop-down box.
- Coding must be selected for every line.
- If coding is not available, then you should send an e-mail to the Finance Director and it will be added within a reasonable amount of time (no sooner than the next day since SunTrust downloads files overnight).
- Account coding on a transaction can be changed until the item has been marked as approved. After that, a manual journal entry is required.
- Once you have entered all necessary information, the transaction is now ready to be saved.

Attaching an Image from the Library

- There are different ways in which to send an image to your library. There must be an image attached to your transaction in order for the approval to be saved. You can upload an image by:
 1. Upload from your JCSB email account.
 2. Upload from a stored SunTrust email account in your copier.
- Click on the red paperclip to add an image. You will notice that the paperclip will then turn green once you have selected the appropriate image associated with the transaction.

Disputing a Transaction

- Transactions that were not conducted by the cardholder may be disputed.
- The Card Manager should immediately notify the PCard Administrator to dispute a transaction.
- The PCard Administrator will dispute the transaction.

Printing the Transaction Summary Page

- To print a Transaction Summary Page once all coding has been entered and saved, you must go back into the transaction and then print the summary page.
- Once printing your transaction summary page, attach the pre-approved JC-491, along with appropriate receipts. Make sure that the correct coding has been assigned, and all

required signatures and receiving signatures have been obtained. Copy for your records, and then submit the original “packet” to the Finance office.

End of Month Procedure

- Shortly after the end of the billing period (usually the last day of the month), sites should go on-line in the SunTrust Enterprise Spend Platform and pull down the prior statement period.
- This statement needs to be printed off and reviewed by the Principal/Director/Program Manager to validate that all transactions appearing on the statement are accurate and were approved purchases.
- The Principal/Director/Program Manager must sign each statement to attest to its validity of approved purchases. Once signed, file **away** and maintain at your schools’ site.

District Level Procedures

Accounts Payable

- School and other cost center p-card transactions are reviewed and approved by the **Accounts Payable Finance** Specialist.
- District level approval requires of the school or center the following:
 1. Card Managers should have a fully completed JC-491 **with an original requester signature**, proper account coding and the principal’s approval (**original** signature) in hand prior to issuing the p-card to any employee. **** (See note at end of manual regarding JC-491)**
 2. Assign the proper account coding, from the JC-491, to the transaction in the SunTrust Enterprise Spend Platform Program. If your account coding strip does not appear in the spend platform system, please email the Finance Director. The account strip will be set up and will be available usually the next day.
 3. Provide the appropriate description of the purchase transaction (item-described receipt). Do not send in a receipt without a description of what was purchased. Also, be sure to enter in the Comments Box Inv # _____ (your invoice number). Provide a signature of evidence of receipt of goods or services (signed receiving document) on the JC-491 in the box located at the bottom right of the form.
 4. **Submit completed documentation to the **Accounts Payable Finance** Specialist within (7) working days. Failure to remit within the 7-day period could result in pcard suspension.**
- Once all transactions have been completely worked to the satisfaction by the school level Card Manager, the accounts payable specialist will approve the transaction in the SunTrust Enterprise Spend Platform. The approved transaction will then be automatically uploaded into the TERMS finance system and posted as an expenditure.

- If the above requirements (items 1 thru 5 4) are not met, the AP Finance Specialist will deny such transactions with a denial reason and will return to the cost center/school requesting the necessary correction.
- It is expected that p-card transaction *corrections* are to be returned to the AP Finance Specialist within (5) days. If after 5 days no corrected transaction has been returned to Finance, the AP Finance Specialist, with the Finance Director's approval, will charge the expenditure to the school's variable and suspend pcard privileges until the necessary paperwork has been properly submitted for approval.
- Should the failure to return corrected transactions become frequent, the AP Finance Specialist will notify the Director of Finance who will make the decision of pcard privileges being permanently suspended. The facility may continue to use utilize the Purchase Order process to facilitate the purchasing of goods and services. At any time, the Director of Finance may re-instate pcard privileges.

Procurement Card Administrator

- The Procurement Card Administrator sets up all purchasing cards, Card Managers, and principals/supervisors for proper transaction review and update capability in the SunTrust Enterprise Spend Platform System.
- The administrator takes care of and reports all SunTrust technical problems as they are identified. The administrator is the day-to-day contact with the schools/departments and with SunTrust in terms of troubleshooting and reporting problems.
- The administrator provides a monthly report of transactions appearing on the SunTrust MasterCard statement, which in turn, should balance to the MasterCard statement. and prepares a journal entry for accounts payable processing. Once the bank statement and monthly SunTrust reports have been verified by the Finance Director, the PCard Administrator will access the SunTrust Spend Platform on-line and authorize ACH payment for the monthly statement. The administrator also reviews certain purchase requests from district level administrators.
- Periodically, the administrator will contact the various locations to investigate older unworked transactions. The administrator also reviews certain purchase requests from district level administrators.
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- Through the SunTrust Bank Enterprise Spend platform, the administrator sets and changes monthly spend limits as requested by the schools/departments and approved by the Director of Finance.
- From time to time temporary limits are raised in order to make a one-time large purchase, etc. In this case, the Finance Director receives and approves the request from the site's principal/administrator/manager via email, and then authorizes the Procurement Card Administrator to set the card limits accordingly. Upon completion of the transaction, the limits are reset to the original amount.

- The administrator adjusts MCC groups and codes via e-mail with SunTrust Bank and provides all day-to-day contact with the bank.

Purchasing Card Guidelines

Purpose

The purchasing card is to be used by schools and other cost centers to make real time purchases in lieu of the regular purchase order system. It is required of the various cost centers to use the p-card unless a vendor will not accept a credit card payment. Every effort should be made to utilize only those vendors that will accept the p-card.

The p-card system does not relax the requirements to obtain quotes nor to obtain sealed bids based on the \$10,000 threshold. Depending on usage and need, card limits may be raised on a permanent or temporary basis. Increases in limits will be authorized by the principal and approved by the Director of Finance.

Controls

The purchasing card has the following controls in addition to those of a traditional credit card:

- Limits single purchases
- Limits monthly spending
- Limits and tracks annual spending
- Allows only approved Merchant Category Codes (MCC) as determined by the District

Changes to pre-established limits may be requested by the principal or administrator in charge. Any requests will be approved by the Director of Finance. The e-mail (to the Finance Director) should contain the amount and reason for the increase and the amount of the time the increase will be needed.

Responsibility

The principal/administrator shall authorize and designate the appropriate individual(s) to manage or use the purchasing card. The principal/administrator shall be responsible for determining availability of appropriate funds and allowable costs. All transactions will be monitored for completeness and proper account coding by the finance office prior to final approval.

Limitations of Use

The card shall be used for authorized purchases only. No personal items or other items prohibited by school board policy. Purchases will not be split to avoid the single purchase limit. Unauthorized use will require immediate reimbursement and may result in disciplinary action.

Training

New Card Managers are required to attend Purchasing Card training and sign a Cardholder Agreement before receiving a card. Contact the Procurement Card Administrator for scheduled training.

Federal Purchases

Purchases in excess of \$9,999.99, utilizing federal dollars, will be placed on a purchase order. The procurement card method will not be allowed for these transactions.

Internet Purchases

The Card User must confirm with the merchant/vendor that the charges will be made when goods are shipped. This is also a requirement of the vendors' contract with the credit card company.

Lost Receipts

If a receipt is lost, the Card Manager is responsible for requesting a duplicate from the vendor. If unsuccessful, the User must prepare a signed statement indicating the items purchased, date of the purchase, and the merchant name. If verification of the details cannot be obtained from the company, the expenditures may be considered personal.

Reporting a Lost or Stolen Card

Immediately notify the Procurement Card Administrator at extension 259. A block will be placed on the card and the Card Manager will not be held responsible for any charges after the card has been reported as lost or stolen. A replacement card will be issued to the location in an expedited manner.

Requesting New Purchasing Cards

All requests for additional purchasing cards must be made through the finance office and will be approved by the Director of Finance.

Chip Embedded Cards (effective 2016)

Due to increased fraud activity nation-wide, embedded chip technology cards are now being issued upon card renewal dates. The Bank will require that each Cardholder establish a personal identification number (PIN) enabling the Cardholder to use the card at terminals enabled to use the chip technology standard for Card and Cardholder identity authentication.

Therefore, with renewals of procurement cards for 2016, you will be required to create a PIN number. You are to keep this PIN number secure *and* separate from your card at all times. In the event the Cardholder or Card Manager suspects the confidentiality of the PIN may have been compromised in any way, the Cardholder/Card Manager **shall immediately notify** the Procurement Card Administrator.

The P-Card Administrator will not have access to your PIN number at any given time, nor will they have the authority to change this number. The Cardholder/Manager will create the card's PIN number. If you lose or forget your PIN number, you must bring your current card to the District Office and see the Procurement Card administrator in re-setting your PIN number as this will involve speaking directly to a SunTrust representative. This representative will require the PCard Administrator's authorization to re-set your PIN number.

****Regarding the JC-491****

The JC-491, created by the Jackson County School Board, is a form which upon policy-required signatures *authorizes the holder of the card* to initiate a credit card transaction, i.e. p-card. If you are getting an email approval, which is allowed for approval purposes, your email **MUST STATE** what is being requested for purchase. You cannot have a "blanket" approval for a purchase. This is no different in listing the items on a purchase order. If your email does not contain the items being purchased, then that transaction will be returned to the site for a correction.

Requirements for the JC-491 include: proper **original** signatures (authorizing purchase and requesting purchase), description of what is being purchased, price, quantity, and appropriate coding, **as well as a signature showing receipt for the merchandise**. If you have acquired a third party approval through email, then this description on the JC-491 should also appear in your email.

Travel Card Guidelines (District Office Only)

Authorized Uses

It is most efficient to charge all travel expenses, including tolls and parking, to the travel purchasing card. **The exception to p-card travel is meals, which are reimbursed with a travel voucher.** No personal items should be charged to the card, including in-room telephone or movie charges. The District has no intent to become involved in a payback situation from the employee due to unauthorized costs being charged to the travel p-card.

Transaction Procedures

A travel voucher, (In-county or Out-of county Travel form), should be completed as usual for all reimbursable expenses (fuel, meals, etc.). Please note all purchasing card expenditures on the voucher and provide supporting receipts. All original documents from p-card transactions along with the travel voucher should be sent to Accounts Payable for processing.

Authorized Travel Expenditures (for cardholder only – expenses for other travelers should not be charged to the travel card, except as noted below)

Hotels/Motels (*other traveler may use card as long as Card Holder is in attendance*)

Tolls

Parking

Airlines
Rental Cars
Registration (*other traveler may use card as long as Card Holder is in attendance*)

Prohibited Travel Expenditures

Meals
Personal Expenses
Entertainment

Cancellation of Reservations

It is the responsibility of the cardholder to cancel any reservations made with district travel cards prior to the card being charged for rooms or tickets not being used. If the cardholder does not cancel in a timely manner, the employee will be responsible for reimbursing the expense to the District. The exception will be a waiver from the Superintendent due to unforeseen circumstances.

The travel card should only be used for cardholder travel. Others traveling with the cardholder should file for normal travel expense reimbursement, with the exception of hotel/motel costs.

Cards can *never* be used for cash advances.

Please remember . . .

Using the procurement card for purchases is a privilege. It is not the only method in which purchases can be made by the school district. Abuse, in any form, will constitute p-card suspension.

Please remember that when your card has been used and your transaction appears in the SunTrust Enterprise Spend Platform system, **THE VENDOR NOW HAS YOUR FUNDS**. It is imperative that you remain diligent in making sure that you receive those goods and/or services. Do not “hold” p-card transactions until you receive all of the items. If you have not received your goods/services within 2-3 days after your charge has appeared in the SunTrust Enterprise Spend Platform system, go ahead and assign coding, and remit all paperwork to the Finance office. Once you do receive your items, indicate “received” on the shipping list, date, and sign. Note the transaction # that this shipping list belongs and send to the Finance Department. We will be glad to attach this to your original transaction as proof that you indeed received your items. **DO NOT HOLD** your transactions waiting on the items. The funds have already been dispersed to the vendor and now we need to disperse the money into our accounting system.

By adhering to the timelines, you will keep your budgets and school-based funds projects current and almost completely up-to-date. This is extremely important when presenting budget information to the governing Board each month. It allows for better planning and budgeting for your facility and the school district as a whole.

