

**BALDWIN COUNTY PUBLIC SCHOOLS
REGIONS PURCHASING CARD PROGRAM
CARD MANAGER PROCEDURES**

Distribution/Maintenance of Cards

1. All applicable employees will be issued Regions VISA purchasing cards. Instructions for activating the cards will be provided.
2. Card Managers will be instructed to distribute cards to each cardholder and obtain their signature on the Purchasing Card Sign In/Out Sheet and the Purchasing Card Agreement. The purchasing card agreement must be signed annually and kept on file with the respective p-card manager.
3. Cardholders should be able to use their cards for purchases (pick up only), conference registration, and hotel expenses upon check-out for approved travel. Cardholders must be aware that their cards have limits. **Card Managers must ensure that the cardholders' card limits are sufficient for applicable purchases.**
4. Return cancelled or expired cards to Accounts Payable-Central Office.

Obtain Approved Purchase Order

1. Requisition for \$500 or more is entered with the department purchase order prefix.
2. If the wrong purchase order prefix is used, the card manager must make a notation on the Purchasing Card Approval Form when submitting to Accounts Payable for payment.
3. **There must be an approved purchase order before a purchasing card can be used to make a purchase of \$500 or more.** A purchase of less than \$500 does not require a purchase order. **Technology purchases for hardware (PC's, laptops, printers, iPads, slates, wireless access points, etc.) and software must have prior approval from ET services.** (See guidelines for LEA purchasing cards)
4. Cardholder must tell cashier the purchase is **TAX EXEMPT.**
5. Approved travel resulting in hotel expenses over \$500 does not require a purchase order.

Maintenance of Cardholder Receipts and Files

1. **Cardholder must submit all receipts/invoices along with applicable Purchasing Card Approval Form to the card manager daily or, if hotel accommodations for travel, immediately after the trip.** Card manager should ensure that applicable cardholder's name is on the form.
2. Electronic completion (and electronic signature) and submission of the form is preferred. If forms are signed and scanned in, each card manager/department must keep original copies on file to document proper approval of the applicable supervisor/coordinator.
3. The card manager will critique the receipts/invoices and forward to applicable supervisor for approval or to Accounts Payable for payment. Card violations should be noted on the Purchasing Card Approval Form by the card manager. A copy of the form with violations noted should be returned to the cardholder for submission of a personal check.

4. The card manager will print the P-Card Weekly Transaction Report to review all transactions and ensure they are submitted to Business and Finance in a timely manner. *Card managers should run reports every Monday for the previous week (Sunday-Saturday).* This report will reflect all prior week transactions by cardholder and should be submitted to the applicable person in Business and Finance weekly along with all receipts/invoices. During this review, the card manager should verify all invoices/receipts listed have been received from the cardholder and ready to submit for payment. The card manager will login to VISA IntelliLink Spend Management and print the weekly transaction report.
<https://intellilink.spendmanagement.visa.com/secure/welcome.asp>

Final Verification of Transactions and Submission of Documents to Central Office

1. Each receipt/invoice for a purchase must have the completed Purchasing Card Approval Form. The form is available on the BCBE website.
2. The Purchasing Card Approval Form reflects the cardholder, the purchase order number (for purchases over \$500), the invoice number, the invoice amount and any comments. Any discrepancies, explanations, information regarding lost receipts, a check submitted by a cardholder, etc., should be reflected in the appropriate section of the form.
3. The **card manager** should submit each receipt/invoice with a **completed** Purchasing Card Approval Form along with the **Weekly P-CARD Transaction Report**.
4. **Card managers should note on the weekly transaction report any violations and check information before submitting to Business and Finance. Checks must be submitted in the same month of violation.**
5. All required documentation (except checks) should be scanned into **one file** and forwarded to BCBOEAccounting@bcbe.org on a **weekly** basis. All checks should be forwarded to Business and Finance with a copy of the completed Purchasing Card Approval Form attached.
6. Each card manager/backup is responsible for the submission of the weekly scanned document (weekly report, receipts/invoices, and required forms) to Business and Finance **no later than Wednesday of each week.** *It will be assumed that any receipts/invoices not received with the weekly transaction report are lost. Therefore, the cardholder will be responsible for submitting a personal check for these expenses.* **The Regions purchasing card statement MUST be paid in full each month.**

Card Manager backups should always be utilized to meet P-Card requirements and weekly deadlines.