

ALEXANDRIA CITY PUBLIC SCHOOLS PROCUREMENT AND CREDIT CARD REGULATIONS

I. Purpose

To establish regulations for the use and control of procurement and credit cards, referred to collectively in this document as "card(s)."

II. Responsibilities

A. The Financial Services Department (FSD) shall be responsible for:

- 1) Issuing guidelines and procedures.
- 2) Processing timely payments to SunTrust.
- 3) Resolving billing disputes with SunTrust.
- 4) Conducting unannounced audits of offices/individuals using the credit card.
- 5) Spot checking to be certain cardholders comply with procedures.
- 6) Assigning the credit cards to authorized users.
- 7) Securing the cards when the cardholder's employment with the school district has ended. The cardholder's final paycheck will not be issued until the card is returned.

B. The cardholder or card user shall be responsible for:

- 1) Ensuring compliance with the provisions of these card regulations.
- 2) Ensuring that a complete audit trail of all card transactions is maintained, including itemized receipts for all charges.
- 3) Securing the card when not in use.
- 4) Maintaining a log (copy attached) that accurately describes each item or service purchased with the card and certifying that all purchases are "For Official Use Only."
- 5) Returning the card to the Finance Office when employment with ACPS is terminated.
- 6) Monitoring the funds available for his/her department and taking immediate corrective action if the funds available are insufficient to meet the card payment.
- 7) Reconciling all card receipts with the procurement and credit card statements and certifying that purchases were made "For Official Use Only."

III. Definitions

A. Credit Card

A credit card shall be issued by SunTrust Bank for the purpose of enabling Alexandria City Public Schools (ACPS) to acquire needed materials and services in a timely and efficient manner and to facilitate travel arrangement for ACPS staff and School Board members.

B. Procurement Card

A procurement card shall be issued by JP Morgan/Chase Bank (JP Morgan) for the purpose of enabling Alexandria City Public Schools (ACPS) to acquire needed materials and services in a timely and efficient manner and to facilitate travel arrangement for ACPS staff and School Board members. Charges made to these cards will be used by JP Morgan to calculate and provide a rebate to ACPS on an annual basis.

C. Cardholders

Principals, Executive Staff, directors, School Board members and other individuals who are issued a credit card shall be responsible for fiscal oversight.

IV. Procedures

A. Card Usage Guidelines

- 1) The cards shall be used in accordance with established procurement regulations. If items are purchased that exceed the single quote threshold set by Purchasing, competition must still be obtained in the same manner as purchases done by purchase order. While there is no requirement to obtain competition for purchases less than the competitive threshold, price quotes are encouraged whenever possible.
- 2) The cards shall be used in accordance with established travel regulations.
- 3) ACPS is exempt from sales tax for goods purchased in Virginia or delivered to Virginia. Retail sales of meals, charges for lodging, and purchases of goods in other states or the District of Columbia are subject to sales tax. The cardholder shall be responsible for recovering sales tax paid on exempt purchases.
- 4) The cardholder shall monitor the fund availability for his or her school or department. Card charges shall not exceed the available balance of funds.
- 5) The cards shall not be used to obtain cash advances.
- 6) The cards shall not be used for entertainment purposes.
- 7) The cards shall not be used to procure inappropriate items, nor be used to circumvent the procurement process.
- 8) The card is for business use only; no personal purchases shall be made with the card. Misuse of the card shall result in revocation of any assigned card and disciplinary action,

up to and including termination of employment. In addition, card users accept personal financial liability for inappropriate use and/or lack of appropriate receipts.

9) All School Board members' charges will be reviewed by the Chairman of the School Board.

B. Card Accountability

1) The cardholder and any authorized user of the card are responsible for the security and proper use of a card.

2) The cardholder shall maintain a log that accurately describes each item purchased with the credit card.

3) The cardholder shall immediately report lost or stolen cards to the issuing bank (SunTrust or JP Morgan) and to FSD, as follows.

FSD:	703-619-8040
SunTrust:	1-800-836-8562
JP Morgan:	1-800-316-6056

C. Billing Approval Procedure

1) Monthly statements will be sent to the cardholder by the Finance Office. It is the cardholder's responsibility to verify the correctness of the statement by performing the following:

a. Verify that all items included on the activity statement are proper.

b. Attach copies of the charge tickets and receipts to the statement. These items shall be maintained in a file for five years.

c. Approve the monthly activity statement by signing and dating the statement.

d. Submitting a transaction log along with the approved monthly statement and all receipts to FSD within five (5) calendar days of receiving the statement.

e. Failure to submit these items in the timeframe outlined above may result in the cardholder's payment of any late charges and revocation of the assigned card.

f. Failure to comply with this process for two (2) consecutive months shall result in the revocation of the credit card.

2) If there are any disputed items, the cardholder should first try to resolve the situation directly with the merchant. If unable to resolve the dispute, the cardholder shall fully document the situation and forward such documentation to FSD.

D. Reconciliation

- 1) The cardholder shall ensure that all charges have been posted correctly to the monthly statement.
- 2) The cardholder shall take immediate corrective action if the budget allocation has been exceeded.

The Director of Accounting is responsible for implementing and monitoring this regulation.

ALEXANDRIA CITY PUBLIC SCHOOLS Employee Credit Card Agreement

I, _____, hereby request an ACPS credit or procurement card. As a cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1 I understand that I am being entrusted with a valuable tool - a governmental charge card - and will be making financial commitments on behalf of ACPS and will strive to obtain the best value for any purchases made with the Card.

2 I understand that the school system is liable to the issuing bank (SunTrust or JPMorgan/Chase) for all charges made on the Card.

3 I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand that the school system will audit the use of this Card and report and take appropriate action on any discrepancies.

4 I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my use privileges or other disciplinary actions, including termination of employment.

5 I have been given a copy of the ACPS Procurement and Credit Card Regulations and understand the requirements for the Card's use.

6 I agree to return the Card immediately upon request or upon termination of employment (including retirement or leaving the School Board).

7 If the Card is lost or stolen, I agree to notify the ACPS Financial Services Department and the issuing bank immediately.

8 I understand that my use of the Card is subject to the approval of my supervisor and the Chief Financial Officer and that my use privileges may be revoked by these same persons and the Director of Accounting at any time without notice.

Employee Signature

ACPS Employee #

Date

APPROVED:

Executive Supervisor Signature

Date

APPROVED:

Chief Financial Officer Signature

Date