

**WASECA PUBLIC SCHOOLS PURCHASING CARD AND CREDIT  
CARD POLICIES AND PROCEDURES GUIDE**



Original Adoption: November 5, 2014  
Revised: August 7, 2019

## FOREWORD

This handbook contains brief summaries of some laws, Board policies, contractual agreements, and administrative regulations which affect you as an employee of the District. In most cases these summaries are not exact reproductions of these laws, policies, contractual agreements, conditions of employment or regulations. In addition, they may change after the publication of this handbook. In the event there is a conflict, the law, Board policy, contractual agreement, conditions of employment or administrative regulation shall take precedence. Every effort has been made to accurately represent the policies and procedures of Waseca Public Schools. Waseca Public Schools reserve the right to change the information enclosed in this handbook at any time.

## TABLE OF CONTENTS

<b>WASECA PUBLIC SCHOOLS PURCHASING CARD AND CREDIT CARD POLICIES AND PROCEDURES GUIDE.....</b>	<b>1</b>
<b>FOREWORD .....</b>	<b>2</b>
<b>INTRODUCTION .....</b>	<b>4</b>
<b>SECTION 1: OVERVIEW.....</b>	<b>4</b>
BENEFITS OF THE CORPORATE PURCHASING CARD PROGRAM .....	4
HOW THE CORPORATE PURCHASING CARD PROGRAM WORKS.....	5
HOW TO GET A PURCHASING CARD .....	5
<b>SECTION 2: GETTING STARTED .....</b>	<b>6</b>
BEFORE YOU USE YOUR PURCHASING CARD.....	6
WHAT YOU NEED TO KNOW ABOUT SECURITY .....	6
RESPONSIBILITIES – CARDHOLDER .....	7
RESPONSIBILITIES – CARDHOLDER’S SITE PRINCIPAL AND/OR DEPARTMENT SUPERVISOR .....	7
RESPONSIBILITIES – PROGRAM ADMINISTRATOR/DIRECTOR OF BUSINESS SERVICES.....	8
RESPONSIBILITIES – ACCOUNTS PAYABLE .....	8
<b>SECTION 3: USING THE PURCHASING CARD .....</b>	<b>9</b>
WHEN TO USE THE CORPORATE PURCHASING CARD .....	9
WHICH SUPPLIERS TO PURCHASE FROM? .....	9
WHAT GOODS AND SERVICES CAN BE PURCHASED? .....	9
WHEN NOT TO USE THE CORPORATE PURCHASING CARD.....	10
HOW TO PLACE AN ORDER USING THE CORPORATE PURCHASING CARD.....	10
WHAT TO DO ABOUT RETURNS, CREDITS AND DISPUTES.....	11
<b>SECTION 4: MONTHLY ACTIVITIES .....</b>	<b>12</b>
WHAT TO DO WHEN YOU RECEIVE YOUR MONTHLY STATEMENT - CARDHOLDERS .....	12
MONTHLY ACTIVITIES – SITE PRINCIPALS AND/OR DEPARTMENT SUPERVISORS .....	12
MONTHLY ACTIVITIES – PROGRAM ADMINISTRATORS .....	12
MONTHLY ACTIVITIES – ACCOUNTS PAYABLE/DISTRICT OFFICE .....	13
<b>SECTION 5: VISA CREDIT CARD PROCUDURES .....</b>	<b>14</b>
VISA CREDIT CARD OVERVIEW.....	14
HOW THE VISA CREDIT CARD WORKS .....	14
GENERAL RESPONSIBILITIES AND SECURITY.....	15
USING THE VISA CREDIT CARD.....	16
MONTHLY ACTIVITIES - DIRECTORS .....	16
<b>APPENDIX .....</b>	<b>17</b>

## INTRODUCTION

Welcome to Waseca Public Schools' Purchasing Card and Credit Card Policies and Procedures Guide. The guide includes the following information destined for cardholders, managers, administrators and the purchasing department:

- [Overview](#)
- [Getting Started](#)
- [Using the Purchasing Card](#)
- [Monthly Activities](#)
- [Visa Credit Card Procedures](#)
- [Appendix](#)

Sign the Purchasing/Credit Cardholder Agreement and send them to your site principal. The site principal will review and sign them if approved. The site principal will then pass along a recommendation to the Director of Business Services.

## SECTION 1: OVERVIEW

This section includes the following:

- **Benefits of the Corporate Purchasing Card Program**
- **How the Corporate Purchasing Card works**
- **How to get a Corporate Purchasing Card**

### **Benefits of the Corporate Purchasing Card Program**

The Waseca Public Schools' Purchasing Card Program is designed to cut costs, save time and improve control in business purchasing by:

- Improving order accuracy
- Speeding up delivery of goods/services
- Reducing paperwork and processing for Accounts Payable and Purchasing
- Consolidating supplier invoices
- Allowing employees, managers, and Accounts Payable to spend more time on higher-value activities
- Providing consolidated Card data for use in supplier negotiations
- Eliminating late fees by central billing

## How the Corporate Purchasing Card Program works

1. The cardholder orders goods/services directly from the supplier using the Purchasing Card.
2. The supplier processes the order.
3. BMO automatically monitors accounts limits at the time of transaction and will decline if the card has exceeded monthly or per transaction limit.
4. BMO arranges payment to the supplier.
5. BMO provides a monthly report to the cardholder to verify purchases. This can be reviewed online at **BMO details Online®**.
6. BMO provides a consolidated billing statement to Waseca Public Schools containing all of the transactions. This can be reviewed online at **BMO details Online®**.
7. Waseca Public Schools sends a single electronic payment to BMO.
8. Waseca Public Schools uses the MIS reports to review and analyze spending.

## How to get a Purchasing Card

1. Discuss the need with your site principal and/or your department supervisor. If she/he is in agreement, access the Purchasing Cardholder Agreement in the Appendix by clicking on Waseca Public Schools' Purchasing Card Agreement.  
  
Review Purchasing Card Procedures (listed in this handbook) and review the [Purchasing and General Business Manual](#) located on the district Website. Cardholders are responsible and will be held accountable for the information presented in these two documents.
2. Complete the Purchasing Cardholder Agreement form and then submit it to your site principal and/or your department supervisor for review.
3. Once approved, the application will be sent to the Waseca Public Schools Program Administrator/Director of Business Services.

## SECTION 2: GETTING STARTED

This section includes the following:

- **Before you use your Purchasing Card**
- **What you need to know about security**
- **Responsibilities for Cardholders, Cardholders' Managers, Program Administrators, Accounts Payable and Purchasing Departments**

### Before you use your Purchasing Card

<b>Attend a training session</b>	Review Waseca Public Schools' policies and procedures and use of the Purchasing Card bank's online software <b>BMO details Online</b> .
<b>Know your Card limits</b>	Your monthly limit and per transaction limit will be based on your delegation of authority. If there is a need to change them, please contact your manager.
<b>Verify your Profile information</b> <i>Personal changes</i>	If there are any changes in your personal information such as address, telephone number, last name please contact the Waseca Public Schools' Program Administrator with the updated information.
<i>Work-related changes</i>	If there are any work-related changes such as a new position, new department/division, new manager etc, please contact your manager, who will forward the information to the Program Administrator.

### What you need to know about Security

#### **Your Card is for your eyes and use only**

Your Purchasing Card is in your name only and is non-transferable meaning that no-one but you may use your card. This also means that you are responsible for everything that is charged to your card *except* for fraudulent use. See below:

#### **Liability in case of fraudulent use**

If your card is used fraudulently – such as an unauthorized purchase using your MasterCard card number- you will not be responsible for that purchase(s). Please see your Program Administrator for more details about the *MasterCard Cardholder*

*Agreement.* If your Program Administrator does not have a copy, you can call the BMO contact centre at 1-800-361-3361 for more information.

### **Lost and/or Stolen**

- Immediately contact the BMO Customer Service at 1-800-361-3361 to report the lost/stolen card and to initiate a replacement card.
- Advise your site principal and/or your department supervisor.
- Advise your Corporate Purchasing Card Program Administrator/Director of Business Services.

### **Responsibilities – Cardholder**

- Validate all purchases.
- Retain accurate records for all transactions.
- Review transactions online to ensure appropriate accounting codes.
- Review the monthly statement and attach any supporting documentation such as “packing slips”.
- Retain all statements and supporting documentation for seven (7) year(s).
- Contact the supplier for any disputes or defective material.

### **Responsibilities – Cardholder’s Site Principal and/or Department Supervisor**

- Ensure that the employee is following Waseca Public Schools’ purchasing policy and procedures.
- Identify employees who are to receive purchasing cards.
- Review and approve their purchasing card applications.
- Review their monthly activity to ensure compliance with company policy.
- Notify the Director of Business Services if there are questions on company compliance.
- Notify the Director of Business Services if supplier information such as tax is incorrectly entered.
- Ensure receipt of all cardholder statements and supporting documentation for employees who are no longer there (e.g. transferred or no longer with the company).
  - If the employee retains their card account, pass the information along to their new site principal and/or department supervisor.

- If the employee no longer requires a card, ensure the card is returned to the Program Administrator/Director of Business Services and the documentation is safely archived.
- Notify the Program Administrator of any changes with regards to reporting structure and card requirements.

### **Responsibilities – Program Administrator/Director of Business Services**

- Evaluate compliance to policies and procedures.
- Evaluate program effectiveness in terms of supplier enrolment and cardholder program compliance.
- Maintain and update cardholders' profile information including personal/work-related changes, changes to monthly or transaction limits, changes in reporting structure and card expiration date.
- Coordinate new cardholder enrollment, cardholder termination and other changes in cardholder status.
- Create, maintain and modify User IDs and Passwords for cardholders accessing **BMO details Online**.

### **Responsibilities – Accounts Payable**

- Ensure reception and payment of the BMO monthly invoice.
- Balance General Ledger against Card transaction information.
- Assess and accrue taxes and tax information as required.
- Monitor cardholder and supplier compliance issues.
- Ensure that company's suppliers accept the Purchasing Card as a payment method.
- Communicate preferred suppliers' list to cardholders.
- Communicate any contract arrangements with preferred suppliers to cardholders.

## SECTION 3: USING THE PURCHASING CARD

This section includes the following:

- **When to use the Purchasing Card**
- **Which Suppliers can you purchase from**
- **What Goods and Services can you purchase**
- **When NOT to use the Purchasing Card**
- **How to place an order using the Corporate Purchasing Card**
- **What to do about Returns, Credits and Disputes**

### When to use the Corporate Purchasing Card

1. Follow the purchasing process outlined in the Purchasing and General Business Manual. ***Prior approval is required*** utilizing the requisition process. Make a comment on the requisition that you will be using the Purchasing Card for the transaction.
2. The Corporate Purchasing Card is an optional tool. The preferred method of payment to a vendor will still be the traditional method of issuing a purchase order followed by a check.
3. The Corporate Purchasing Card is a flexible option for those vendors who will only accept credit card payments (i.e. hotels for staff development opportunities, some conference registrations, etc.).

### Which Suppliers to purchase from?

1. Purchase from the Waseca Public Schools' list of preferred suppliers whenever possible in order to take advantage of any contracts or discounts negotiated. Access the list by clicking on Waseca Public Schools' preferred supplier list.

### What Goods and Services can be purchased?

Here are just a few examples:

- Office supplies
- MRO (Maintenance, Repair and Operations) supplies and services
- Company letterhead, business cards, stationary etc

- Staff development opportunities
- Printing/presentation Services
- Packaging/Shipping materials
- All other non-inventory item purchases

### **When NOT to use the Corporate Purchasing Card**

- Goods and/or services for personal use
- Meals
- Cash advances
- Goods and/or services for another person

**In case of abuse or misuse, the cardholder's account may be suspended or terminated and appropriate disciplinary action taken against the employee involved.**

### **How to place an order using the Corporate Purchasing Card**

#### **Method**

1. Internet
2. Telephone
3. Fax

#### **Information to give to the Supplier**

1. Name and card number
2. Expiration date
3. Ship-to address
4. Identifying number e.g. default accounting code, work order number, **purchase order number**
5. Preferred method of shipment

#### **Information to receive from the Supplier**

1. Order confirmation or tracking number
2. Base cost of purchase
3. Verify this will be a tax exempt purchase
4. Expected Arrival Date
5. Freight costs if applicable

## **What to do about Returns, Credits and Disputes**

### **Returns**

1. Call the supplier immediately.
2. Request a Return Authorization Number from the supplier.
3. Give the supplier your Purchasing Card number, the name on the card, your phone number, the confirmation number/packing slip number.

### **Credits**

1. Confirm that the supplier will issue a credit to your Purchasing Card.  
*The item will remain outstanding on your card until the credit appears on your monthly statement (this may take 1-2 months).*
2. If credit is not showing on your monthly statement after 2 months, follow up with the supplier.

### **Disputes**

1. Try to resolve the issue with the supplier.
2. If you are unsuccessful, contact BMO's Customer Service.
3. If the issue is still outstanding, contact your site principal and/or department supervisor.

## SECTION 4: MONTHLY ACTIVITIES

This section includes the following:

### Monthly activities for:

- **Cardholders**
- **Managers**
- **Program Administrators**
- **Accounts Payable**
- **Purchasing Departments**

### **What to do when you receive your monthly statement - Cardholders**

- Review your monthly statement and contact your site principal and/or department supervisor if you see any discrepancies.
- Attach supporting documentation showing goods/services ordered and received and keep safely and securely. All documentation ***must be kept*** and submitted to the District Office with your monthly statement. If this is not done, the cardholder's account may be suspended or terminated.
- Review and reconcile your transactions online on a regular basis.

### **Monthly activities – Site Principals and/or Department Supervisors**

- Review the cardholder's transactions on a regular basis either online or via a report for compliance to company policy.
- Notify cardholder if there are questions or discrepancies after reviewing their transactions.
- Ensure that goods/services billed to the Purchasing Card have been ordered according to Waseca Public Schools' procedures.
- Ensure that goods/services billed to the Purchasing Card have been received.
- Ensure that all monthly statements are approved by the 28<sup>th</sup> of the month.

### **Monthly activities – Program Administrators**

- Review and evaluate compliance to policies and procedures.
- Evaluate program effectiveness in terms of supplier enrolment and cardholder program compliance.

- Create summary reports in **BMO details Online** showing cardholder information such as profile, status, changes to monthly or transaction limits, changes in reporting structure and card expiration date.

### **Monthly activities – Accounts Payable/District Office**

- Receive one corporate invoice from BMO.
- Ensure that the corporate invoice is paid in full and on time each month to avoid interest charges.
- Create reports regarding compliance issues and statistical reports regarding the performance of the Purchasing Card Program.
- Ensure that the company's suppliers accept the Purchasing Card as a payment method.
- Maintain and communicate preferred supplier listing to cardholders.
- Use consolidated Card data as leverage in negotiations with preferred suppliers.
- Perform periodic price audits of selected suppliers.
- Review Supplier Reports and notify Administrator of non-compliance.

## **SECTION 5: VISA CREDIT CARD PROCEDURES**

This section includes the following:

- **Overview**
- **How the Card Works**
- **General Responsibilities and Security**
- **Using the Visa Credit Card**
- **Monthly Activities**

### **Visa Credit Card Overview**

- The District's Visa Credit Card is to be used for items and/or services in which no other payment method is allowable. Certain emergency situations may also apply. Examples may include airfare, on-line conference registrations, and staff development hotel stays.
- There will be two accounts open within the District.
  - One account will be held in the District Office. The Superintendent, Director of Business Services, and the Technology Director will have access to this account.
  - One account will be held in the Community Education Office. The Community Education Director, the School Age Care Coordinator, and the Recreation Coordinator will have access to this account.
- This account is operated through Roundbank of Waseca. The contact number is 507-835-4220.

### **How the Visa Credit Card Works**

- The cardholder orders goods/services directly from the supplier using the credit card.
- The supplier will process the order.
- Credit limits have been set for each account through Roundbank Visa.
- Roundbank Visa provides a monthly report and billing statement to the District Office to verify the purchases.
- Waseca Public Schools sends on single payment to Roundbank Visa.

## **General Responsibilities and Security**

- Each cardholder must review Waseca Public Schools' policies and procedures.
- Each cardholder must agree to and sign the [Visa Credit Cardholder Agreement](#).
- Please contact the Director of Business Services if there are any work-related changes such as a new position, new department/division, new manager, etc.
- **Your card is for your eyes and use only.** Your Visa credit card is in your name only and is non-transferable meaning that no one but you may use your card. This also means that you are responsible for everything that is charged to your card *except* for fraudulent use.
- **Lost and/or Stolen Cards:**
  - Immediately contact Roundbank at 507-835-4220 or Customer Service at 1-800-423-7503.
  - Report this information to the Director of Business Services.
- **Responsibilities - Cardholder**
  - Validate and document all purchases made with the Visa Credit Card.
    - Supporting documentation must be initialed and dated by the employee and the appropriate Director
    - Forward all supporting documentation to the District Office Accounts Payable Specialist
- **Responsibilities – Director**
  - Ensure that the employee is following Waseca Public Schools' purchasing and policy procedures.
  - Identify employees who are to receive Visa credit cards.
  - Review and approved purchasing activity.
  - Work with the supplier if information such as tax is incorrectly entered.
  - Ensure receipt of all cards and supporting documentation for employees who are not longer there (e.g. transferred or no longer with the company).
- **Responsibilities – Accounts Payable**
  - Ensure reception and payment of the Roundbank Visa monthly invoice.
  - Ensure that the invoice is paid in full and on time each month to avoid interest charges.

## **Using the Visa Credit Card**

- Follow the purchasing process outlined in the [Purchasing and General Business Manual](#). ***Prior approval is required*** utilizing the requisition process. Make a comment on the requisition that you will be using the District Credit Card for the transaction.
- The Visa Credit card should NOT be used for goods and/or services for personal use, cash advances, or goods and/or services for another person.
  - **In the case of abuse or misuse, the cardholder's account may be suspended or terminated and appropriate disciplinary action taken against the employee involved.**

## **Monthly activities - Directors**

- Review the cardholder's transactions on a regular basis.
- Notify cardholder if there are questions or discrepancies after reviewing their transactions.
- Ensure that goods/services billed to the Visa Credit Card have been ordered according to Waseca Public Schools' procedures.
- Ensure that goods/services billed to the Visa Credit Card have been received.
- Ensure that all monthly documentation is approved by the 28<sup>th</sup> of the month and forwarded to the District Office.

## **APPENDIX**

Sample Product Matrix  
Preferred Supplier List  
Purchasing Card Agreement Form  
Visa Credit Cardholder Agreement Form  
Announcement Letter for New Cardholders

## **SAMPLE PRODUCT MATRIX**

- All other non-inventory item purchases
- Company letterhead, business cards, stationary etc
- Engineering, maintenance and cleaning supplies
- Fuel for machinery
- Government services, fees and taxes
- MRO (Maintenance, Repairs and Operations) supplies and services
- Office supplies
- Organization memberships, dues, grants/donations
- Packaging/Shipping materials
- Postage
- Printing/presentation Services
- Small peripherals
- Telephone
- University/college and library expenses
- Utilities - electric, natural gas, hydro, water, sewage
- Staff development opportunities (registration, hotel stay, etc)

## **PREFERRED SUPPLIER LIST**

- Currently working on creating this list

**WASECA PUBLIC SCHOOLS  
Purchasing Cardholder Agreement**

1. Employee will reconcile purchase transactions from *details* Online Menu and reference associated cost center and G/L account by the 28<sup>th</sup> of every month.
2. Employee will be responsible for providing supporting documentation for all transactions debited to Purchasing Credit Card. Employee reconciliation and supporting documents will be forwarded to Accounts Payable.
3. Employee must continue to use the District requisition process per the [Purchasing and General Business Manual](#).
4. Employee will work with the Supplier to resolve any issues concerning an order.
5. Ensure orders are complete when receiving goods and services.
6. Employee use of the card is always subject to review by your site principal and/or department supervisor, accounts payable/district office, or audit. Therefore, it is very important that employees maintain complete and accurate records
7. Personal charges are strictly prohibited.
8. The cardholder is the only person authorized to use the P-Card issued in their name.

***Please sign below that you agree to the terms and conditions of Waseca Public Schools' Purchasing Card.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Site Principal/Department Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Director of Business Services \_\_\_\_\_

Date \_\_\_\_\_

**WASECA PUBLIC SCHOOLS  
Visa Credit Cardholder Agreement**

1. Employee will provide purchasing documentation by the 28<sup>th</sup> of every month.
2. Employee will be responsible for providing supporting documentation for all transactions debited to Roundbank Visa Credit Card. Employee reconciliation and supporting documents will be forwarded to the appropriate Director. The Director will review and then forward to Accounts Payable.
3. Employee must continue to use the District requisition process per the [Purchasing and General Business Manual](#).
4. Employee will work with the Supplier to resolve any issues concerning an order.
5. Ensure orders are complete when receiving goods and services.
6. Employee use of the card is always subject to review by your site principal and/or department supervisor, accounts payable/district office, or audit. Therefore, it is very important that employees maintain complete and accurate records
7. Personal charges are strictly prohibited.
8. The cardholder is the only person authorized to use the Visa Credit Card issued in their name.

***Please sign below that you agree to the terms and conditions of Waseca Public Schools' Roundbank Visa Credit Card.***

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Site Principal/Department Supervisor\_\_\_\_\_

Date\_\_\_\_\_

Director of Business Services\_\_\_\_\_

Date\_\_\_\_\_

## Sample Announcement Letter to New Account Holders

Dear *(Employee Name)*,

### Waseca Public Schools and BMO Spend & Payment Solutions

We are pleased to inform you that Waseca Public Schools is implementing a purchasing program with Harris Bank. You have been selected to receive a MasterCard account to pay for goods and services which you need to acquire to conduct your business for Waseca Public Schools. This program will streamline our internal purchasing processes, thereby reducing costs. For you, the MasterCard account will provide a convenient and simple way to order and pay for the purchases you require.

A MasterCard account will be established in your name with the following specifications:

[REDACTED]	
Monthly Account Credit Limit	\$
Per Transaction Limit	\$
Acceptance within the following countries:	

The enclosed Employee Program Policies and Procedures Guide explains what these limits are. It also outlines in detail how and under what circumstances you should use your MasterCard. Please read it before you commence using your account and keep it handy for reference.

Before Harris can issue your account, please sign the enclosed Employee Purchasing Cardholder Agreement. Retain one copy for your file and return the original to your site principal and/or your department supervisor. Your Program Administrator, Elizabeth Beery, will arrange with you how to receive your card/account number.

Please remember to sign your card as soon as you receive it (if applicable). For security reasons, your account is setup to be inactive and you will need to activate your account. Please follow the instructions included in your account package. Your account package will also include a Harris MasterCard Account Holder Guide (and certificates for insurance and travel benefits, if applicable). Please retain for reference.

Your full support is essential to make this program a success. Please use your account to pay for purchases within the guidelines outlined by Waseca Public Schools.

We welcome your participation in this new initiative. In the meantime, should you have any questions regarding the new program, please call me at 507-835-2500 (or extension 1004) for more information.

Sincerely,

Elizabeth Beery  
Director of Business Services/Program Administrator