

RETAIL CARD POLICIES AND PROCEDURES

GENERAL INFORMATION

These policies and procedures provide the general guidelines for using the Plano ISD Retail Card. Please read carefully. All prospective card users must sign the 'Employee Agreement & Acknowledgement of Responsibilities' form before a card can be issued. Your signature on the 'Employee Agreement & Acknowledgement of Responsibilities' form shows that you understand the intent of the program and agree to follow the established guidelines.

The following important points must be reviewed before using the retail credit card.

The Retail Card is a VISA card issued by Bank of America in the name of Plano ISD. All purchases made on the retail card must be for appropriate district purchases as outlined in this manual. The retail card is not intended to avoid or bypass appropriate purchasing or payment procedures due to time constraints but to complement the existing processes available. Prudent, good business judgment must be exercised at all times when making a purchase with a District retail card. The purchase of personal items is strictly prohibited and in violation of policy. Personal purchases will be considered misappropriation of District funds. Improper card use may result in card cancellation and disciplinary action, which could result in termination of employment! Retail card privileges may be revoked at any time if the card user fails to follow all District policies and procedures for retail card use.

CARD USAGE

The card can only be used for in-store purchases at the following on-bid vendors:

***Athletic Advance * Calloway's Nursery * Central Market * Costco * Dollar Tree Stores * Fry's Electronic * Hobby Lobby *IKEA* JoAnn's * Kroger * Market Street * Michael's Stores * Party City *Randall's/Tom Thumb/Albertson's * Sam's Club *Student Activity Advance * Target * Wal-Mart * LIMITED USE ONLY: Credit Card Purchase, Flowcabulary, SeeSaw Learning.**

The retail card CANNOT be used for fax, mail or phone orders to ANY vendor. There are very limited online purchasing options with these vendors only with prior approval from Purchasing Department.

Retail cards are to be used by Plano ISD District employees only. They are not to be used by students, booster club members or Parent Organizations.

To make a purchase:

1. The card requestor will complete the 'Plano ISD Retail Card Request Form' and submit to Office Manager – Provide detail on type of items requesting to be purchased
2. The Office Manager will review the request and will check for availability of funds
3. If approved by an Administrator, the Office Manager will create a Retail Card Request in TEAMS providing detail of items to be purchased to the approved bid vendor in the amount requested. Purchasing pre-approval required above \$250,
4. Once the retail card request is approved in TEAMS, the Office Manager will be notified that the retail card has been pre-loaded with the approved amount and is ready to be issued to the requestor.
5. Complete Retail Card Check Out/Check In Log - the Office Manager (person releasing the card) and PISD employee (person checking out the card) will complete the Check Out side of the log.
6. The card user will secure the card and may then proceed to go shopping at the approved vendor for the approved amount only.
7. The District is a tax-exempt entity and should not pay sales tax for school related purchases. The card user should take a sales tax exemption form to make the school related purchase.
8. The card user must return the receipt and the card to the Office Manager within 24 hours of the card being issued or sooner. Purchaser and Administrator both sign & date the receipt.
9. Complete Retail Card Check Out/Check In Log - The Office Manager (person receiving the card) and card user (enter date returned & receipt) will complete the Check-In side of the Retail Card Check Out/Check In Log.
10. The Office Manager releases the actual receipt amount in TEAMS, enters information into the final box of the Retail Card Request Form, and attaches the completed form + signed/dated receipt to the request in TEAMS.

TRANSACTION LIMITS

- A Retail Card Request is required PRIOR to any purchases being made with the retail card
- Retail card can only be used with approved vendors
- Retail card can only be used for a single transaction at only one of the approved vendors
- Retail card will be pre-loaded with the requested approved dollar amount
- Card user cannot exceed the amount requested and approved for

RETAIL CARD RECEIPTS

Each card user must obtain an itemized receipt when using the retail card. It is every card user's responsibility to ensure there is an original receipt for each purchase. If a receipt is lost or stolen, the card user should obtain a duplicate copy of the receipt. If no supporting receipts are provided, complete the Lost Receipt Form.

Acceptable receipts contain:

| | |
|--|---------------------|
| Vendor/Merchant name | Date of Transaction |
| Clear description of the items purchased | Detailed cost |

The purchaser must sign and date the receipt. The administrator (principal or department head) must also sign and date the receipt.

ALL RECEIPTS ALONG WITH THE RETAIL CARD MUST BE RETURNED TO THE OFFICE MANAGER WITHIN 24 HOURS OF ISSUANCE OF THE CARD OR SOONER. NO EXCEPTIONS!

RETURNS, CREDITS AND DISPUTED CHARGES

If there is a problem with a purchased item, the card user will resolve the issue directly with the vendor. All returns shall be reimbursed by credit to the District's credit card account. Cash refunds for returns are prohibited. If the credit is issued in the form of a store gift card, the gift card must be turned into the Office Manager and the gift card will be documented on the Gift Card Distribution Form. Once the gift card is used the itemized receipt must remain on file with the Office Manager.

CARD SECURITY

The retail card is the responsibility of the card user and must be kept in a secure location at all times.

- Do Not give the card or card number to others
- Do Not give the card number to vendor/merchants to keep on file for future use
- Do Not write or post the account number anywhere
- Keep card in credit card protective sleeve, which is provided

LOST OR STOLEN CARD

If the retail card is lost or stolen, immediately contact the Finance Department.

AUDIT OF TRANSACTIONS

The Finance Department will audit all transactions monthly to ensure compliance with policy. Records are subject to audit by state and federal auditors and other governmental agencies with funding jurisdiction.

RETAIL CARD NON-COMPLIANCE

If a review identifies a card user has violated procedures, the following measures will apply to non-compliance of Retail Card practices:

1. On the first violation of established procedures, the card user and his/her supervisor will be issued a warning notification via email. This communication will specifically outline the non-compliance and provide guidance on how to correct the situation and outline forthcoming actions should another violation occur.
2. A second violation of retail card procedures will result in the revocation of the retail card usage for the non-compliant card user. In addition, disciplinary action up to and including termination may be appropriate. Such actions will be applied on a case-by-case basis, as deemed necessary.

UNACCEPTABLE PURCHASES: NOTE-This is not an all-inclusive list of unacceptable charges.

| | | |
|--|---|---|
| ⊘ Personal purchases | ⊘ Cash Advances | ⊘ Alcoholic beverages |
| ⊘ Computer hardware, software, licenses | ⊘ Electronic devices (digital cameras, iPads, etc.) | ⊘ Chemicals and hazardous materials requiring special environment reporting |
| ⊘ Gift cards | ⊘ Tobacco products | ⊘ Gas in vehicles *exception student travel |
| ⊘ Items available in the District warehouse | ⊘ Jewelry | ⊘ Travel – use AMEX *exception-student travel |
| ⊘ Online/Internet Ordering by card user that is not pre-approved by purchasing | ⊘ Phone, Fax or Mail Orders | |

RETAIL CREDIT CARD Non-Compliance include, but not limited to:

1. Unacceptable purchases as listed above (This is not an all-inclusive list)
2. Failure to report a lost or stolen retail card
3. Failure to complete a request prior to making a purchase
4. Failure to return the retail card and receipts within 24 hours of issuance of retail card
5. Allowing the retail card to be used by someone else
6. Exceeding the approved amount
7. Using the card at an unapproved vendor
8. Failure to secure the retail card as indicated in this document under Card Security
9. Losing receipts on a continual basis

PLANO ISD RETAIL CARD REQUEST FORM

TO BE COMPLETED BY EMPLOYEE REQUESTING USE OF RETAIL CARD FOR *PURCHASES*

Date Requested: ___ / ___ / ___ Date Card Will Be Used: ___ / ___ / ___
 Employee Name: _____ Ext. _____
 Department: _____ Amount Requested: _____ (max \$250)
 Account Code: _____
 Detailed Proposed use of Card: _____

Approved Vendors-Circle One: Calloway's Nursery * Central Market * Costco * Dollar Tree Stores ** Fry's Electronic * Hobby Lobby *IKEA * JoAnn's * Kroger * Market Street * Michael's Stores * Party City * Randall's/Tom Thumb/Albertson's * Sam's Club *Student Activity Advance* Target * Wal-Mart * LIMITED USE ONLY: Credit Card Purchase, Flowcabulary, SeeSaw Learning.

Employee Signature: _____ Date: _____

Over \$250 send completed form to Veronica Couzynse: Approved Denied

Signature: _____ **Date:** _____

TO BE COMPLETED BY EMPLOYEE REQUESTING USE OF CARD FOR *STUDENT TRAVEL*

The district retail card will be used for the following student travel expenses:

Meals Gas Luggage Fees Other
 Breakfast _____
 Lunch _____
 Dinner _____

Additional Required Documentation to complete and include with this request:

- ✓ Approved E-Travel Request if required by District policy
- ✓ Completed PISD Advance Request Form-provides the detail of the requested travel expenses above

CAMPUS ADMINISTRATION TO COMPLETE (must be administrator) Date: ___ / ___ / ___

Name of Authorized Reviewer: _____ Ext. _____

Position: _____

Approved _____ Denied _____ Signature of Administrator: _____

Comments: _____

Date Create Retail Card Request Submitted in TEAMS: ___ / ___ / ___

TEAMS Retail Card Request ID Number: _____

Date Request Approved and Notified Retail Card Ready to Issue: ___ / ___ / ___

Expected Return Date of Retail Card: _____

Date of Receipt: _____ Actual Amount: \$ _____

Date Actual Amount Entered in TEAMS: _____

EMPLOYEE AGREEMENT AND ACKNOWLEDGEMENT OF RESPONSIBILITIES
Read and Initial Each Line

____ This document outlines the responsibilities I have as a holder of the Plano ISD Retail Card. My signature indicates that I have read and understand these responsibilities, and further, that I acknowledge and agree to follow established guidelines. Please initial every box below.

____ I understand that I am being entrusted with a valuable tool, the District Retail Card.

____ I understand that I am being delegated the authority to purchase approved goods on behalf of the District within the limits and/or restrictions established for this card, and that personal transactions and cash advances are strictly prohibited. Also prohibited are: no internet/online purchases, no phone, fax or mail orders, no computer hardware, software, licenses, electronic devices, no alcohol or tobacco products, no chemical or hazardous materials, no jewelry, no gas or items that are available in District warehouse. This list is not all inclusive.

____ Use of the District Retail Card not authorized within this manual may be considered misappropriation of District funds and could result in:

- Immediate and irrevocable forfeiture use of the card; and/or
- Disciplinary action up to and including termination of employment

____ I will maintain the retail card and card number with appropriate security. If the retail card is stolen or lost, I agree to notify Financial Services as outlined in the Retail Card Procedure Policy. I understand that if I fail to follow the lost or stolen card procedures, I may be considered personally liable for any and all charges made against the card issued to me.

____ I will not allow any other person to use the card issued to me.

____ I understand that the retail credit card is District property, and I will be required to comply with internal control procedures designed to protect District assets as outlined in the established policy and procedures.

____ I understand that all receipts and the retail card must be returned to the Office Manager within 24 hours of the issuance of the card or sooner.

____ If the retail card is used for student travel, I have read and understand the District's Travel policy.

Employee (Card User) Printed Name: _____

Employee (Card User) Signature: _____ Date: _____