

Purchasing Card Training



CANYONS
SCHOOL DISTRICT

Darci Nash (Purchasing) 801-826-5391

Ladenea Jenkins (Accounting) 801-826-5341



Overview

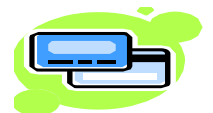
The Canyons School District implemented the U.S. Bank Visa Purchasing Card Program to facilitate the purchase and payment of small dollar purchases. **The main purpose of this program is to establish a more efficient, cost-effective method of purchasing small dollar items.**

The U.S. Bank Purchasing Card carries corporate, not individual liability.

Accounting will pay the monthly invoice for all purchases. You should never pay the bank. Use of the card does not impact your credit rating.

Monthly audits will be conducted on your card activity. As we continue to improve the way we conduct business, your feedback is important!

3 Strike Rule - Improper card use will result in cancellation and disciplinary action, which could result in termination of employment (infractions are tracked and notices will be issued).



Built-in Restrictions

- ★ Vendor Types: Some vendor's have been “blocked” from usage based on their Merchant Category Code (MCC).
- ★ Cardholder Monthly Spending Limit: This limit is the maximum dollar amount authorized for a cardholder with-in a 30-day period. **Our billing cycle is from the 11th to the 10th.** Unless the 10th is a Holiday or Weekend (following business day).
- ★ Cardholder Single Purchase Limit: This limit restricts the amount of any single purchase. It is against policy to split transactions to stay under this single purchase threshold.



Policies and Procedures

- ★ The card is **NOT** to be used for personal use.
- ★ The Purchasing Card is **NOT** intended to avoid or bypass appropriate purchasing or payment procedures.
- ★ You are responsible for the security of your card and the transactions made with it. The card is issued in your name. The card is **not to be “loaned” out** for others to use – this is a VISA, US Bank and a District policy.
- ★ Dispute any transactions that you think may be fraudulent.
- ★ Call US Bank if your card is lost, stolen, or if you notice suspicious charges on your account. **(1-800-344-5696)**
- ★ Responsible to stay within budget(s).



Acceptable Card Use

- ★ Educational supplies
- ★ Subscriptions, seminars, membership dues
- ★ School supplies, select books (Must be approved)
- ★ Building maintenance supplies
- ★ Office supplies – such as Office Depot
- ★ Small tools
- ★ Postage



Unacceptable Card Use

- ★ **Personal use**
- ★ Any merchant or product normally considered to be inappropriate use of District funds
- ★ Textbooks
- ★ Cash advances
- ★ Alcoholic Beverages
- ★ Entertainment
- ★ 1099 expenditures - Services
- ★ Flowers/Florist Shops
- ★ Gift Cards
- ★ Any item exceeding budgets
- ★ Stock items available through District warehouses
- ★ **Fixed Assets – this includes Technology “walkables” such as: Game Systems (Nintendo Switch), iPads, laptops, computers, projectors, Chrome books, etc. Any account ending in 730 or 731 should not be used.**
- ★ **Gas for your personal car (use Mileage Report on Accounting website) or Gas Station purchases, ie: Car washes.**
- ★ **Splitting transactions to stay under the single purchase limit**



Cardholders Responsibilities

- ★ Sign the back of card once received and always keep in a secure place.
- ★ Activate card using your phone number and your zip code on your application. Use the last 4 digits of your employee number rather than Social Security number. (You can also activate your card online)
<http://www.access.usbank.com>.
 1. Select the **Activate Your Card** link found at bottom of the landing page.
 2. Enter requested card information, card number, expiration date and last 4 of work phone.
 3. You will be sent two emails; the first email includes the link to activate your account and the second email includes a passcode.
 4. Select the emailed link to activate your account and then enter the passcode from the second email. You will also be given the option to update your mobile phone number. Select **Submit**.
 5. Set New PIN. Select **Submit**.
- ★ Immediately notify U.S. Bank Customer Service (1-800-344-5696) and the **District Program Administrator (Darci Nash, 801-826-5391)** if your card is lost, stolen or there is fraud on your card.
- ★ Complete monthly reconciliation (*even during the summer*).
- ★ Get required approvals. **Special Education, CTE, Title 1, etc.**
- ★ Stay within budget.



Access Online

- All p-cardholders must use Access Online to manage their cards, allocate their charges & generate their monthly logs.
- Using a web browser, navigate to <https://access.usbank.com>.
- Your Account should have been set up for you. Please let me know if you did not receive an email with your account information. Our Organization short name will always be “**csdut**”.
- **Account Lockout and Password Reset**
 - After 3 incorrect login attempts you will be locked out. Call US Bank Cardholder Support at 1-877-887-9260 or Darci (65391) to unlock your account.
 - We recommend clicking the “Forgot your password?” link after 2 incorrect login attempts to avoid being locked out.



Deadlines

- **You can allocate charges throughout the month.**
- **All charges** must be allocated. Please include a brief description of the items purchased.
 - If you are trying to allocate to an account code that doesn't exist in US Bank, contact Ashlyn Leffel in accounting (65359)
- Monthly p-card logs with receipts attached are due to your supervisor by the 18th.
- Supervisors must review & sign logs.
- Any corrections to allocations/logs can be made up until the 20th at midnight. After that Journal Entry Requests will be required.
- On the 21st your transactions will be uploaded to Skyward
- Signed logs are due to Ladenea in Accounting as soon as possible.



Print, get all signatures, and submit this report **with original receipts** to Accounting.

Please submit as early as possible so Accounting does not get overwhelmed.

Remember that the system does not allow data changes after the 20th. You will need to do Journal Entry Request after that date.



Cardholder Activity

Name: DARCI L NASH

Account Number: [REDACTED]

Cycle End Date: 07/12/2021



Be sure the Cycle End Date has an actual date and does not say open.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency	Currency Amount	Accounting Code
06/14/2021	UPS*0000000249F724 1	\$31.88	USD	31.88	
06/16/2021	800-811-1648, GA	\$31.88	10 E 705 0050 1090 641		SHIPPING FOR BRIGHTON BOOKS
06/27/2021	AMZN MKTP US*214MD8UND	\$41.97	USD	41.97	
06/29/2021	AMZN.COM/BILL, WA	\$41.97	10 E 087 9850 2590 610		SUPPLIES FOR PURCHASING
07/01/2021	AMZN MKTP US*216DXDWS2	\$170.97	USD	170.97	
07/02/2021	AMZN.COM/BILL, WA	\$170.97	10 E 087 9850 2590 610		SUPPLIES FOR PURCHASING
07/06/2021	UPS*0000000249F727 1	\$79.02	USD	79.02	
07/07/2021	800-811-1648, GA	\$14.22	10 E 087 9850 2590 532		COPY CENTER POSTAGE
		\$22.93	10 E 047 7551 1090 641		SPED POSTAGE
		\$41.87	10 E 050 7220 1090 610		STUDENT ADVOCACY POSTAGE



Double check for correct account codes and a transaction description.

Activity Totals \$323.84 Purchases \$323.84 Payments \$0.00

Cardholder Name: _____

Signature: _____

Supervisor Name: _____

Signature: _____



Don't forget signatures!

Receipts/Other Considerations

- Tax Exempt – Please remember to ask for tax to be removed
- Please place your receipts in order as they appear on your monthly account activity report!
- Itemized receipts required for ALL purchases
 - Especially food purchases (restaurants, grocery stores, etc.)
- Please tape small receipts to a blank sheet of paper.
- Please set your printer to print the log in landscape orientation. This may require you to change your browser.



Sample Receipts

- Good Example

OfficeMax®
OfficeMax #1198
7037 PLAZA CENTER DRIVE
WEST JORDAN, UT 84084
(801) 280-0073

1198 03 6956 09/25/12 01:25:49 PM

SALE

011491962197	\$8.29
Poly 7Pkt Hanging File	
043100334866	\$13.79
Cambridge Zipper Padfolio	
011491968625	\$8.79
Mesh Stacking Letter Tray	
030918001837	\$28.99
15.6" Nylon Comp Msngr	

SubTotal \$59.86
TOTAL \$59.86

VISA \$59.86
Card number: XXXXXXXXXXXX7880
Authorization 019988

Tax Exempt ID: 000201207037

For MaxAssurance Questions or
Concerns Call 1-866-805-9095

91039-00183-06220-62060-90105-00612

THE SHACK THANKS YOU.
RADIOSHACK
CAMPUS VIEW SHOPPING CTR
7615 CAMPUS VIEW DRIVE
WEST JORDAN, UT 84084-4316
(801) 282-2989

Last Valid Day for Return is 10/17/2012,
see back of receipt for full return policy

2301177	\$17.59	N
UNIDEN BP 38 REPLACEMENT BATTE		
2301177	\$17.59	N
UNIDEN BP 38 REPLACEMENT BATTE		

SubTotal \$35.18
TOTAL \$35.18

VISA \$35.18
CHANGE \$0.00

Total Items Sold: 2

Card number: *****7880 N
Tran # 12566837
Authorization 044366
Host Captured Y \$35.18

Tax Exempt Reason:
Non-Profit Organizations / Governments

JORDAN SCH DIST
9301 S NIGHTS FORT RD
WEST JORDAN, UT 84088
(801) 567-8701

Store: 012576 Register: 02 Tran: 7722
Operator: TA Sales Associate: TA
Ticket #: 027722 9/17/2012 10:52:04 AM

A good receipt displays the following things:

- An itemized list of transactions
- The vendor name
- Date and time of purchase
- Last four numbers of the p-card used
- Verification that the transaction is tax exempt (either the words “tax exempt” or the tax exempt ID)

 MARKET STREET
 GRILL
 10702 RiverFront Pkwy
 (801) 302-2262

289 JAMIE S

Tbl 83/1 Chk 2463 Gst 6
 Jun12'13 11:47AM

1 IBC ROOTBEER	2.99
2 DIET COKE @ 2.99	5.98
3 FISH CHIPS 2P @ 12.99	38.97
1 COBB SEA 1/2	13.75
1 COBB CHIX	16.99
2 ADD CHOWDER @ 3.99	7.98
1 ADD TOMATO SALAD	4.99
1 COBB SEA	18.99

Food	110.64
Tax	8.69 ^{plus}
12:31PM Total	119.33 ³⁰ 130.64


Free Dessert on Next Visit
 Next Purchase, Dine In Only
 Offer Valid For 30 Days Only
 1. Call 1-800-527-0228 Or Go To
 www.mygastronomysurvey.com
 2. Enter Store Number: 6005
 3. Take survey and write your
 gift code here: _____

 MARKET STREET
 GRILL
 10702 RiverFront Pkwy
 (801) 302-2262

Date: Jun12'13 12:28PM
 Card Type: Visa
 Acct #: XXXXXXXXXXXX6193
 Card Entry: SWIPED
 Trans. Type: PURCHASE
 Trans Key: EIE008194381102
 Auth. Code: 052066
 Check #: 2463
 83/1
 289 JAMIE S

Subtotal: 110.64
 20.64

Gratuity 130.64

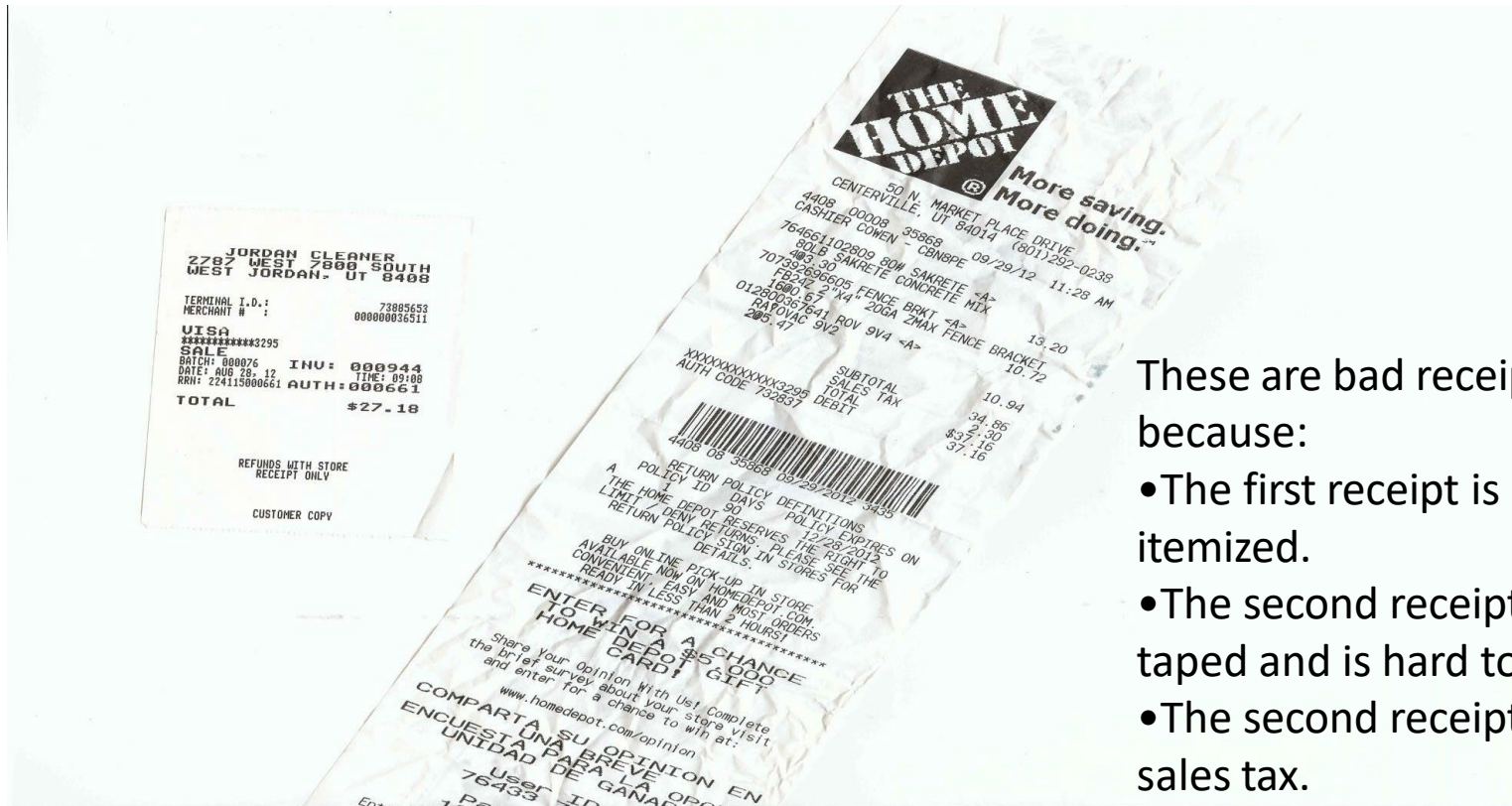
TOTAL


SIGNATURE

 CUSTOMER COPY

Sample Receipts

- Bad Example



These are bad receipts because:

- The first receipt is not itemized.
- The second receipt is not taped and is hard to read.
- The second receipt contains sales tax.

Summary

The Purchasing Card is designed to be simple and easy to use, providing you with the materials needed to perform your job more quickly and efficiently. However appropriate controls must be maintained to ensure the ongoing success of the program.

Monthly audits will be conducted on your card activity. As we continue to improve the way we conduct business, your feedback is important!



Thank you!

