



**SHAKOPEE PUBLIC SCHOOLS**

**PURCHASE CARD PROGRAM**

**PROCEDURES MANUAL**

## **Program Card Contacts**

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## **Introduction**

Welcome to the Shakopee Public Schools (the District's) Mastercard Purchase Card (P-card) program. The P-card is a simplified and cost-effective method of purchasing and paying for District approved expenditures. The P-card is to be used in accordance with local, state, and federal procurement laws and within the guidelines established in this manual. You are asked to treat this program with the same sense of responsibility and security you would use with your personal credit card.

Record keeping is essential to ensure the success and legality of this program. All P-cards are issued at the request of the Program Administrator. Card usage and records are retained by the Finance Department and will be audited regularly. The Program Administrator reserves the right to rescind cards at any time.

This manual provides the guidelines under which you may use your P-card. Your signature on the Cardholder Application Form indicates you have read and understand the intent of the program and agree to adhere to the guidelines established for this program.

## **General Information**

Read this manual in its entirety before signing the Cardholder Application Form. The signed form indicates you understand the requirements of this program and will remain compliant with the program.

Cards are issued in the holder's name but are the property of the District and are to be used for district purchases only. Program participation does not affect personal credit history, scores, or limits used by lenders when conducting personal business.

Cards are renewed automatically and are delivered to the District Office. The Program Administrator will contact cardholders when a new card is received.

This program has been designed to include security measures easily implemented for all holders. This includes specific measures available from BMO including multi-factor authentication and blocking tables based on a merchant's category code. The Program Administrator is not allowed to modify these security measures as they are created and enforced by BMO.

You are responsible for the security of your card. Compromised cards should be reported to BMO and the Program Administrator immediately.

Monthly credit limits have been determined by the Director of Finance and Operations and are assigned by the Program Administrator. Temporary adjustments may be made to credit limits at any time by the Program Administrator and will be communicated via email within two business days to a cardholder and their supervisor. Credit limits are reviewed annually and will be adjusted as deemed necessary.

Non-compliant use of the P-card will be reviewed by the Program Administrator and Cardholder's Supervisor. Non-compliance may result in card suspension, card revocation, and/or employee termination.

## **Using Your Card**

P-cards may be used in place of other purchasing methods (PO's, checks, etc.) when conducting official district business. Prior to authorizing a purchase, cardholders must ensure the purchase follows local state, and federal procurement requirements and District board approved policies.

Use caution when selecting a device to place online orders using your P-card. If you believe a device or account has been compromised storing P-card information, contact the Program Administrator and Director of Technology to determine the proper course of action to protect your account.

Beware of scams – the District's card provider will not contact you to confirm card information such as number, expiration date, etc. Contact the Program Administrator if you have any questions.

All purchases requiring shipping must be shipped directly to a District building.

Personal purchases are prohibited and are considered a serious violation of the program. Use of the P-card for personal purchases may result in further action against the cardholder.

Remember - You are spending District funds each time you use your P-card.

## Acceptable/Unacceptable Purchases

Any purchases using a district P-card must follow local, state, and federal guidelines and must be prudent and appropriate use of public dollars. Circumventing procurement requirements for state and federal purchases is not allowed. Contracting requirements (Minn. Stat. § 471.345) do apply for purchases made with P-cards.

Some examples of acceptable purchases include:

- Utilities
- Hardware items
- Insurance
- Professional organization memberships
- Fuel
- Dues and subscriptions
- Supplies (instructional or non-instructional)
- Postage/shipping charges
- Books
- Student entry fees/field trips
- Travel related expenses (hotel, airline, meals) for district approved travel

Some examples of unacceptable purchases include

- Alcoholic beverages or tobacco
- Cash advances
- Gift cards
- Flowers/gifts
- Personal purchases
- Donations to charitable organizations
- Employee relocation expenditures
- Payments to individuals
- Technology related hardware or software or devices\*

\*(without pre-approval from Technology Department)

Additional limitations may apply. If you have any questions, please contact the Director of Finance and Operations prior to authorizing a purchase to ensure compliance.

Unacceptable expenditures are the liability of the cardholder, if not reversed by the vendor. The District reserves the right to collect the dollar value of the unallowed expenditures through one or more of the following:

- Reimbursement to the district using personal funds
- Repayment plan in coordination with the payroll department
- Collections or other legal remedies

The District prohibits the use of rewards programs when using the P-card. Memberships (such as Amazon Prime) are not authorized for individual cardholders. These memberships are reviewed and approved by the Director of Finance and Operations and are managed for the entire district under their direction.

## **Sales Tax**

Sales tax is generally collected from vendors for the sales of merchandise. The District is exempt from paying sales tax; however, the exemption must be explicitly stated at the time of the purchase. Some exceptions to the sales tax exemption include airfare, car rentals, hotels, gas, and prepared food (if not delivered to a District address). A vendor may request a copy of the District's tax exemption form (ST-3) which can be obtained from the Purchasing Coordinator. If asked, the District's state identification number is printed on the card. Cardholders should verify sales tax was not paid prior to finalizing the transaction.

If sales tax was paid, cardholders should contact the vendor to have the tax refunded to the card. Unrefunded sales tax becomes the personal liability of the cardholder. The District will collect the funds in one of the ways described under the unacceptable expenditures liability section in this document.

## **Reconciliation and Reporting**

The monthly statement period is the 28<sup>th</sup> through the 27<sup>th</sup> of the following month (ex. January 28<sup>th</sup> through February 27<sup>th</sup>). You are encouraged to review pending and posted transactions during the month, as this may help expedite the monthly reconciliation process, identify unauthorized transactions, and identify remaining credit as you plan for upcoming purchases.

Cardholders should contact vendors to resolve errors. In case of unauthorized use, cardholders must contact BMO to dispute transactions.

Transaction details for a cardholder are downloaded following the close of the statement period. Each transaction must be supported with an original, itemized receipt. Receipts must be submitted to the Purchasing Coordinator as a part of the reporting process.

Transactions must be accurately coded following the Skyward required format. This format expedites the reporting process. Transactions must be approved by an appropriate budget manager/supervisor. Cardholders are not allowed to approve their own statement activity.

Approvers are responsible for confirming charges comply with district policies, are a prudent use of funds, are appropriately documented, and are submitted and accounted for in a timely manner.

Complete reconciliation records are due to the Purchasing Coordinator by the 10<sup>th</sup> of the month following the statement close. Reconciliation records received after the 10<sup>th</sup> may result in suspension of credit, removal from the program, or employee discipline. Suspended cards will be reviewed monthly.

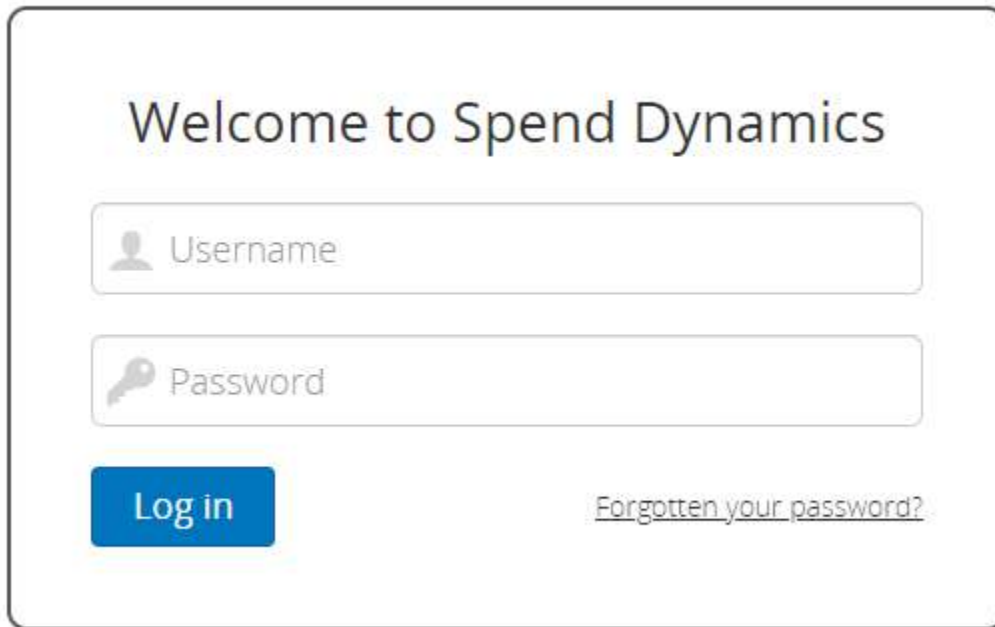
Supervisors may require cardholders to obtain prior approval of purchases using the P-card.

## **Questions**

The P-card program is facilitated by the Finance Department. Questions or concerns can be directed to the Director of Finance and Operations, the Program Administrator, or the Purchasing Coordinator.

## How to reconcile monthly statement activity

1. Log in to BMO Spend Dynamics.  
(Contact the Program Administrator if you are unable to access your account)



Welcome to Spend Dynamics

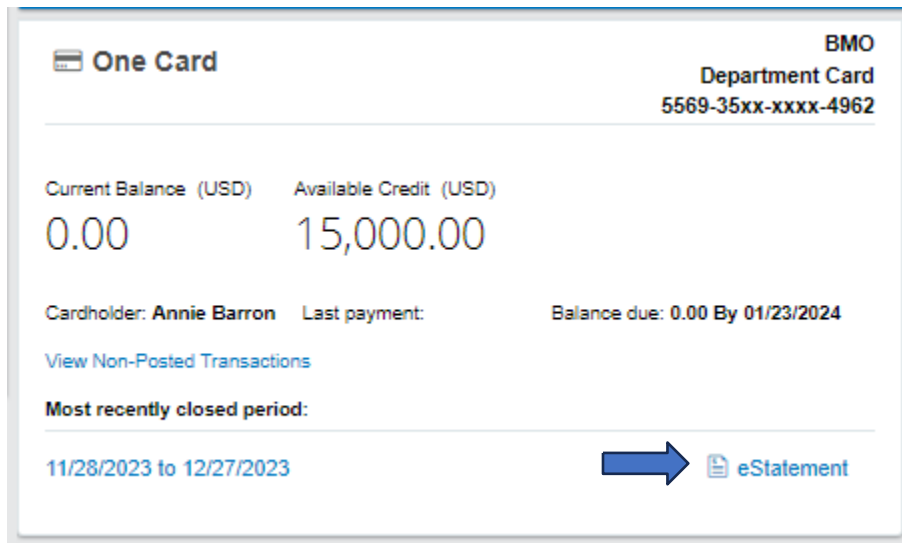
Username

Password

Log in

[Forgotten your password?](#)

2. From the Home screen, generate the monthly eStatement by clicking the link shown below.  
Ensure statement period matches the most recently closed period.



**One Card** BMO  
Department Card  
5569-35xx-xxxx-4962


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Current Balance (USD)      Available Credit (USD)  
**0.00**                      **15,000.00**

Cardholder: **Annie Barron**      Last payment:                      Balance due: **0.00** By **01/23/2024**

[View Non-Posted Transactions](#)

**Most recently closed period:**

[11/28/2023 to 12/27/2023](#)  [eStatement](#)

3. Print a pdf version of this statement. All transactions listed on this statement must be supported with detailed receipts.

4. Access the Monthly P-Card Reconciliation Google Sheet. Access the tab with your name (please note all cardholders are included in this file and permissions have been assigned specifically for each cardholder). Transaction details will be loaded from the statement period.
5. Enter the appropriate expenditure code(s) in the “Transaction Line Coding – GL Code” (blue highlighted) column using the standard Skyward format (ex. 01 E 005 110 000 305 000).

E
<b>Transaction Line Coding - GL Code</b>

The “Code Check” column will inform users if the format is correct. Update each line until all receipts have been coded.

G
<b>Code Check</b>
ok
error
error
error

Sheet has been created assuming one code will be used for a receipt, however multiple codes can be used. If more than one code should be used on a receipt, insert additional lines.

Verify eStatement total matches the total of all coded transactions.

6. Print completed Google Sheet (File – Print). This will open the Print Settings window. Click Next (found in the top right corner of the window). The Printer options will open. Print the sheet, ensuring all transactions are included.
7. Compile report to submit for supervisor approval. The order of documents should be BMO eStatement, complete MonthlyGoogle Sheet Summary, followed by receipts. Submit information to supervisor for review and approval. (see example below)





## Statement

**Account Name:**  
**Company Name:** ISD 720 SHAKOPEE PUB MN  
**Employee ID:**  
**Statement Date (MM/DD/YYYY):**  
**Card Number:**  
**Account Limit:**  
**Currency:** U.S. DOLLAR

### Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

**Payments:** \$ 0.00  
**Adjustments:** \$ 0.00  
**Net Purchases:** \$ 23.44  
**Cash Advance:** \$ 0.00  
**Fees:** \$ 0.00  
**Other Charges:** \$ 0.00  
**New Account Balance:** \$ 23.44

For your records only. No payment required.

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
12/04	12/05 506793534	AMZN MKTP US JC0M42AY3 AMZN.COM/BILL WA	\$ 23.44 092073	\$ 0.00	\$ 23.44

**TOTAL CREDITS** xxxx-xxxx-xxxx-4962 \$ 0.00  
**TOTAL DEBITS** xxxx-xxxx-xxxx-4962 \$ 23.44



(total debits on this statement must equal the transaction amounts on the next page)

