Purchasing Card Training

Susan Taylor (Purchasing) 801-826-5391
Cindee Clawson (Accounting) 801-826-5341
Overview

The Canyons School District implemented the U.S. Bank Visa Purchasing Card Program (State Contract) 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.

The Director of Purchasing is responsible for administrating the program assisted by the Director of Accounting. The purchasing card is a unique card. It is similar to any other Visa Card, except it includes controls to ensure that the card is used for specific commodity purchases and within specific dollar limits.

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

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

- Complete application - both you and your supervisor must sign.
- Attend training.
- The Purchasing Card is **NOT** intended to avoid or bypass appropriate purchasing or payment procedures.
- The card is **NOT** to be used for personal use.
- 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 questionable transactions.
- Responsible to stay within budget(s).

**Purchasing and Accounting**
Acceptable Card Use

- Educational supplies
- Subscriptions, seminars, membership dues
- School supplies, selected books
- Building maintenance supplies
- Office supplies – such as Office Depot
- Small tools
- Postage
Unacceptable Card Use

- Any item exceeding budget or card limit
- Any merchant or product normally considered to be inappropriate use of District funds
- Textbooks
- Cash advances
- Liquor
- Entertainment
- 1099 expenditures
- Stock items available through District warehouses
- Personal use
- Fixed Assets – this includes “walkables” costing between $500 - $2,000 such as: iPads, laptops, computers, projectors, Chrome books, etc.
- Gas for your personal car (use Mileage Report on Accounting website)
- Splitting transactions to stay under the single purchase limit
- Using Special Education funds without pre-approval from Denise Haycock at 826-5191
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 your **employee number** rather than Social Security number.
- Immediately notify U.S. Bank Customer Service (1-800-344-5696) and the **District Program Administrator (Susan Taylor, 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.
- Call Susan Taylor, 801-826-5391 with any P-Card questions.
- Call Cindee Clawson, 801-826-5341 with any P-Card reconciliation questions.

*Purchasing and Accounting*
All p-cardholders must use Access Online to manage their cards, allocate their charges & generate their monthly logs.

Go to www.canyonsdistrict.org, click Departments, click Accounting, then click Purchase Cards. Here you will find the Access Online Memo, Instructional Manual and 12 training videos.

Review the DEADLINES outlined in the Access Online Memo.

Using a web browser, navigate to https://access.usbank.com.

Click the “Register Online” link to create your unique User ID and password. You will need your p-card handy to complete this process. The organization short name will always be “csdut”.

Please watch Training Video #1 or refer to the Access Online Instructional Manual for help creating your account.
Access Online

- After you have registered your account, please watch Training Video #2 for instructions on how to login to Access Online.
- Please watch Training Videos #3 – 12 for detailed instructions on how to use Access Online to manage your p-card.
- For detailed, step-by-step instructions including screenshots on how to use Access Online, please refer to the Access Online Instructional Manual.
- 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 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 by the 15th.
• Monthly p-card logs with receipts attached are due to your supervisor by the 15th.
• Supervisors must review & sign logs between the 15th to the 18th.
• 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 Cindee in Accounting by the 25th.
# Sample Monthly Log (Account Activity Report)

## Cardholder Activity

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Merchant Name</th>
<th>Transaction Total</th>
<th>Source Currency</th>
<th>Currency Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/2014</td>
<td>INNOVATIVE PRINT CONSULTI 801-6732336, UT</td>
<td>$150.00</td>
<td>USD</td>
<td>150.00</td>
</tr>
<tr>
<td>03/13/2014</td>
<td></td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/12/2014</td>
<td>OFFICE DEPOT #1080 800-463-3768, CO</td>
<td>$13.50</td>
<td>USD</td>
<td>13.50</td>
</tr>
<tr>
<td>03/14/2014</td>
<td></td>
<td>$13.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/12/2014</td>
<td>OFFICE DEPOT #1080 800-463-3768, CO</td>
<td>$24.72</td>
<td>USD</td>
<td>24.72</td>
</tr>
<tr>
<td>03/14/2014</td>
<td></td>
<td>$24.72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/14/2014</td>
<td>OFFICE DEPOT #1080 800-463-3768, CO</td>
<td>$8.56</td>
<td>USD</td>
<td>8.56</td>
</tr>
<tr>
<td>03/17/2014</td>
<td></td>
<td>$8.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/15/2014</td>
<td>OFFICE DEPOT #1080 800-463-3768, CO</td>
<td>$2.54</td>
<td>USD</td>
<td>2.54</td>
</tr>
<tr>
<td>03/17/2014</td>
<td></td>
<td>$2.54</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Activity Totals
- Purchases: $199.32
- Payments: $0.00
- Total: $199.32

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Cardholder Name: 
Signature: 

Supervisor Name: 
Signature: 
Receipts/Other Considerations

• 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

Packing Lists can't be used as a receipt.

<table>
<thead>
<tr>
<th>Location</th>
<th>Qty</th>
<th>Unit</th>
<th>Vendor Item Code</th>
<th>Description</th>
<th>SKU</th>
<th>UPC</th>
<th>Weight</th>
<th>Markout</th>
<th>Filled by</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 CF</td>
<td>07-21</td>
<td>EACH</td>
<td>TZ-231</td>
<td>TAPE, LETTERING, 3.5&quot;, BLACK &amp; WHITE</td>
<td>0239400</td>
<td>0-12502-05216-7</td>
<td>0.390</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 CF</td>
<td>05-43</td>
<td>PACK</td>
<td>6001-5PK</td>
<td>STAPLES, STANDARD, 5 PACK</td>
<td>0432255</td>
<td>7-35854-16408-4</td>
<td>1.820</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*********END OF CARTON*********
MARKET STREET GRILL
10702 RiverFront Pkwy
(801) 302-2262

289 JAMIE S

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Date: Jun12'13 12:28PM
Card Type: Visa
Account #: XXXXXXXXXXXXXXXX4193
Card Entry: SWIPE
Transaction Type: PURCHASE
Trans. Code: E160081943B1102
Auth. Code: 052066
Check #: 2463
Cash: 63/1

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<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBC ROOTBEER</td>
<td>1</td>
<td>2.99</td>
</tr>
<tr>
<td>DIET COKE @ 2.99</td>
<td></td>
<td>5.98</td>
</tr>
<tr>
<td>FISH CHIPS 2P @ 12.99</td>
<td></td>
<td>38.97</td>
</tr>
<tr>
<td>COBB SEA 1/2</td>
<td>1</td>
<td>13.75</td>
</tr>
<tr>
<td>COBB CHIX</td>
<td>1</td>
<td>16.99</td>
</tr>
<tr>
<td>ADD CHOWDER @ 3.99</td>
<td>1</td>
<td>7.98</td>
</tr>
<tr>
<td>ADD TOMATO SALAD</td>
<td>1</td>
<td>4.99</td>
</tr>
<tr>
<td>COBB SEA</td>
<td>1</td>
<td>18.99</td>
</tr>
</tbody>
</table>

Food: $110.64
Tax: $8.69
Total: $119.33

Subtotal: $110.64
Gratuity: $20.64
Total: $131.28

*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: ________________

Customer Signature: [Signature]

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CUSTOMER COPY
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!