

ORCSD PROCUREMENT CARD OPERATIONAL PROCEDURES

The following general procedures will be followed in the use and administration of the Oyster River Cooperative School District's P-Card program:

- P-Cards will be issued to employees whose position requires them to make regular purchases for the District. Employees who are required to make periodic purchases will also be considered. Principals and/or Directors must recommend all staff that require the use of a P-Card. The Business Administrator will be responsible for approving each card issued.
- Each employee recommended for a P-Card will receive a copy of the Procurement Card Program Cardholder Manual. The P-Card Use Agreement and the P-Card Manual Acknowledgement form acknowledging receipt and understanding of the manual must be signed and hand delivered to the SAU 5 Business Office. Once the signed forms are brought in, the employee may sign their P-Card. All signatures on the P-Card must include the phrase "See ID" behind the signature so that vendors will be required to request identification verifying that it is the cardholder making the purchase.
- The District Accounts Payable Coordinator will keep a file folder for each card issued that will include:

- Employee Name
- P-Card Number
- Expiration date of the card
- Original signed copy of the P-Card Use Agreement
- Original signed copy of the P-Card Enrollment form

The following operational procedures will be followed in the use and administration of the District's P-Card program:

1. Prior to the purchase, a requisition will need to be entered into the finance software system and all required approvals are needed before the card is used.
2. The requisitions will use **TD Bank P Card** as the vendor and, in the PO Notes field, please put the actual vendor you will be using. Requisitions will be returned to the submitter if this information is missing.
3. After the requisition has been converted to a purchased the card can be used.
4. Each P-Card purchase **MUST** be documented with either:
 - A signed detailed charge slip showing the individual items purchased
 - The signed charge slip with a detailed cash register receipt, bill of materials, or packaging slip attached
 - A printout of the detailed "shopping cart" for online purchases
5. **A copy of a signed charge slip that does not itemize the details on what was purchased is not acceptable.**
6. The employee is responsible for:
 - Sending the original card receipt and detailed backup to the Business Office within two (2) business days following the purchase.
 - Keeping a copy of the charge receipts to reconcile against their monthly statement.
7. After a purchase has been made with the P-Card, the employee has two (2) business days to forward the approved Purchase Order with the receipts attached to the Business Office.
8. The SAU 5 Business Office will keep a separate folder for each issued card as a depository for all purchase receipts and purchase orders.

9. Each cardholder will be provided with instructions on how to gain online access to his/her statement to verify all account charges. In addition, a copy of each cardholder's monthly statement will be emailed to each cardholder by the TD Bank to review to ensure that all materials were received and that there are no outstanding disputes or returns that should not be paid.
10. Each cardholder will need to submit their statement along with the copies of the charge receipts to the SAU 5 Business office within 5 days of receipt of their statement.
11. All requests for temporary increases to credit limits or approved vendor purchase options need to be made to the Business Administrator or alternate plan administrator. Please allow for three (3) business days for processing.
12. School year employees who have not been approved to retain possession of their card must return the card to the SAU 5 Business Office prior to their last day at work for each school year. They may retake possession of the P-Card at the start of the next school year.

ORCSD P-CARD USE AGREEMENT

AGREEMENT made this _____ day of _____, 20___, between Oyster River Cooperative School District, 36 Coe Drive, Durham, NH 03824, and _____, residing at _____ (hereinafter the “Employee”).

WITNESSETH:

WHEREAS, by this Agreement the Employee has been entrusted with a procurement credit card (“P-Card”) for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the District; and

WHEREAS, the Employee agrees to abide by the terms and conditions of the P-Card as set forth herein and the District’s *Procurement Card Operational Procedures (DGD-R)*.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the District and the Employee as follows:

1. The District hereby issues the Employee P-Card No. ending in _____
2. The Employee hereby agrees to immediately return the P-Card upon request.
3. The Employee shall not use the P-Card for the purchase of any goods or service that is not authorized by the terms of this agreement and by the direct written approval of the Business Administrator, or Superintendent.
4. The Employee shall submit receipts within two (2) business days following an authorized purchase and such other reasonable documentation of goods or services purchased as requested by the Business Administrator, or Superintendent.
5. The Employee shall promptly review monthly P-Card transaction statements for accuracy and shall within three (3) days of receipt of the statement; notify the Business Administrator of any errors, omissions, or discrepancies in the statement.
6. The Employee shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the card by calling 877-253-4558. The Employee shall also immediately notify the Business Administrator of possible loss, theft, or unauthorized use of the card.
7. Attached herewith and incorporated by reference herein is District procurement card operational procedures (DGD-R). The employee understands that the procedures, this agreement, and employee’s signed P-Card use agreement set forth the authority and expressed limits of authority of Employee’s use of the P-Card.
8. The Employee shall defend, indemnify, and hold harmless the District for any improper or unauthorized expenditure placed on the P-Card. The Employee will reimburse the District for any and all costs and expenses (including attorneys’ fees and expenses) incurred by the District in recovering any improper or unauthorized expenditures placed onto the P-Card by the Employee. The Employee acknowledges that the Employee’s improper use of the P-Card or violation of the terms of this agreement or any policy related to the P-Card will result in disciplinary action, up to and including termination.
9. This agreement may not be modified in any way without the approval of Oyster River Cooperative School District by its’ Business Administrator or Superintendent.

IN WITNESS WHEREOF, the parties hereto have made and executed this agreement the day and year first written above.

ORCSD Employee

ORCSD Business Administrator

ORCSD P-CARD ENROLLMENT/ACKNOWLEDGEMENT FORM

OYSTER RIVER COOPERATIVE SCHOOLDISTRICT CREDIT CARD ENROLLMENT FORM

Complete the below to request a credit card and submit to the District Finance Office. All information must be filled in.

Cardholder Name: _____ **Request Date:** _____

Cardholder Address: _____
Street City, State, Zip

Cardholder Phone Number: _____ **Cardholder Date of Birth:** _____

Requested Card Limit: _____ **Requested Per Purchase Limit:** _____

Approver: _____
Name Title Signature Date

Once the card is received by the District Office Finance Office, the below information will be completed and signed by the credit card recipient.

Card Name: TD Bank – Purchasing Card **Card Number:** XXXXXXXXXXXXX

Cardholder’s Name as it appears on the Card: XXXXX - _____

Cardholder’s Signature: _____ **Date Issued to Cardholder:** _____

Cardholder’s Agreement

I will be expected to use the credit card issued to me as directed by Oyster River Cooperative School District purchasing policy. Any such purchases made with my card will be considered to be made by me and my responsibility. I will be responsible for the safe keeping of the credit card issued to me and if lost, I will report its loss immediately to my supervisor. I understand that my personal credit will not be affected by any use of the School District credit card.

The use of the District credit card to acquire or purchase goods and services for other than the official use of the District is fraudulent use. An employee guilty of fraudulent use will be subject to disciplinary action, up to and including dismissal.

I have read, understand and agree to the conditions above:

Employee Signature: _____ **Date:** _____