

APPENDIX A



Purchasing Card Application

Cardholder Information – To be completed by the cardholder

Full Name _____ Employee # _____

Job Title _____

Site/School Name _____

**Default GL Account # (required) _____

Cardholder District Cell Phone # (Preferred) _____ or

Cardholder External District Phone # (no extensions please) _____

Name of Approving Official (Please Print) _____

Billing Address: 1359 East St. Louis Street, Springfield MO 65802

Justification for Card Request _____

Restrictions:

- ❖ Alcoholic Beverages
- ❖ Cash Advances
- ❖ Personal Items
- ❖ Sales Tax
- ❖ Computer Purchases
- ❖ Construction , renovation and installation
- ❖ Fuel purchase for personal vehicles
- ❖ Gift cards for staff members

Purchasing Procurement Card Agreement

Name of Cardholder:	
Site/School Name:	
Administrator Name and Title:	

By signing below, this verifies that I understand Springfield R-12 School District's purchasing card program procedures whether adopted or modified before or after the effective date of this agreement.

- Cardholder agrees to provide itemized supporting receipts from the vendor for every transaction – no exceptions. If itemized receipts are not submitted to the Business Services Department, a notification email will be sent to cardholder requesting the missing receipts. After notification, the cardholder has 10 business days to acquire a new vendor copy of the receipt. If a vendor copy of the receipt cannot be obtained, the cardholder can issue a personal reimbursement for the charge. If a new vendor receipt or personal reimbursement is not received after the 10 business days the amount of the lost receipt will be deducted from the cardholder's paycheck (see Authorization to Collect for Unauthorized Charges Form).
- If the card is lost or stolen, the cardholder must notify the Purchasing Card provider immediately at the phone # on back of card. The Purchasing Card Coordinator in the Business Services Department must also be notified the same business day or the next business day if the card is lost or stolen during a District holiday or weekend.
- The cardholder may not make any personal charges using the P-Card. The District is not responsible for paying for personal charges. If a personal charge is made, the cardholder has 10 business days, after notification, to obtain a vendor credit, or reimburse the District for the personal charge. If a vendor credit or personal reimbursement has not been received 10 business days after notification, then the amount of the personal charge will be deducted from your paycheck (see Authorization to Collect for Unauthorized Charges Form).
- Cardholder understands that each card is issued in an individual name. Allowing the use of the P-Card by someone other than the cardholder will result in disciplinary action. If unauthorized activity occurs on the card, such as personal charges, lost receipts or sales tax, the person whose name is on the P-Card will be held responsible for the improper charges on the card and be subject to the terms outlined in the Authorization to Collect for Unauthorized Charges Form.
- Cardholder understands that authorized Gift Cards can be purchased for the benefit of students only using the P- Card. A completed Student Gift Cards/Cash Signature Form must be submitted for the charges. If this paperwork is not turned in, this will be viewed as a lost receipt and will be subject to the terms referenced in the Authorization to Collect for Unauthorized Charges Form.
- Cardholder understands that there are two limits on the card, a single transaction limit and a monthly limit. These limits will be determined on a card-by-card basis at the time the request for a card is made.

The single limit can be raised for hotel and airfare expenses. All purchases must comply with District accounting and purchasing policy and procedures including all P- Card policies in place.

- Meals can be purchased using the P-Card, but are subject to the guidelines established in the Staff and Board Member Travel Procedures document. Original itemized receipts must be turned in for the meals purchased. If meals are purchased for multiple employees, a list of all employees attending the meal must be provided, along with the business purpose of the meal. If the list and itemized receipt are not turned in, the cardholder will be subject to the terms referenced in the Authorization to Collect for Unauthorized Charges Form.
- Cardholder understands that items may not be purchased that are available through the Supply Center. If an item is out of stock in the Supply Center, cardholder may use P-Card to purchase items from other sources.
- Cardholder understands that there are existing contracts in place for items purchased throughout the district. The P-Card may not be used to purchase these items and a purchase order must be issued. A list of District contracts and pricing can be found at [Purchasing and Distribution / Contracts and Pricing Information](#).
- Cardholder understands that it is a violation of District policy to have a vendor split a sale into two or more transactions or process on two or more different days to accommodate a sale that totals over the P- Card single transaction limit. Cardholders who do this may have their P-Card suspended upon doing so. There is no tolerance for this improper use.
- The cardholder is responsible for surrendering the Purchasing Card upon retirement, termination, leave of absence or upon request for failure to comply with guidelines established for the purchasing card program.

As a Cardholder, I agree to accept the responsibility and accountability for the protection and proper use of the District P-card. I have read the Purchasing Card Agreement and understand the consequences if the card is misused. I hereby authorize Springfield R-12 School District to hold my final paycheck until I have turned in my P-Card to the Purchasing Card Coordinator in the Business Services Department and any paperwork associated with charges made. Any improper charges shall be deducted from my paycheck.

Cardholder:	Print Name: _____	Title: _____
	Signature _____	Date: _____
Administrator:	Print Name: _____	Title: _____
	Signature _____	Date: _____
<i>**no stamps allowed**</i>		
Approval: (Business Services Dept.)	Print Name: _____	Title: _____
	Signature: _____	Date: _____

APPENDIX B
**SPRINGFIELD R-12 SCHOOL DISTRICT
AUTHORIZATION TO COLLECT FOR
UNAUTHORIZED PURCHASING CARD CHARGES**

I, _____, understand that I have been issued a purchasing card for business use pursuant to the Springfield R-12 School District Purchasing Card Procedures.

Should I make purchases that are not in compliance with the Springfield R-12 School District Procurement Card Procedures, I will be personally responsible for the charges. The following are examples of Procurement Card Violations that could result in an automatic payroll deduction. This list is not intended to be all inclusive.

- Any personal charges
- Missing itemized vendor receipt – itemized vendor receipts are required for all transactions
- Receipts containing sales tax – the District does not pay Missouri state sales tax – (tax for dine in meal charges are acceptable)
- Meal purchases to the extent that they violate the guidelines established in the Staff and Board Member Travel Procedures document

The cardholder will have ten (10) business days from the date of notification to correct the violation. If, after ten (10) business days the violation remains uncorrected, a payroll deduction will automatically occur.

Automatic payroll deductions can be avoided by rectifying the P-Card Violations as follows:

- Receive a vendor credit for personal charges
- Obtain an itemized vendor receipt
- Receive a vendor credit or have sales tax removed
- Making payment to District using personal funds

By signing below, this verifies that I understand Springfield R-12 School Districts' Procurement Card Procedures listed above. I understand that I have 10 business days, after notification, to rectify the violation or make personal reimbursement to the District by check. If, after 10 business days, the violation has not been corrected, I authorize any and all payments for non-compliant P-Card charges to be deducted from any and all of my wages or other compensation, to the maximum extent permitted by law, in addition to any other action that Springfield R- 12 School District may determine appropriate, up to and including termination.

I understand that by not signing this form, I will not be issued a purchasing card.

Employee Signature

Date

Employee ID #

APPENDIX C

SCHOOL DISTRICT OF SPRINGFIELD R-12 ACKNOWLEDGEMENT OF RECEIPT OF THE DISTRICT PURCHASING CARD AND TERMS OF REVOCATION FORM

I agree to accept responsibility for the protection and proper use of the purchasing card in accordance with the terms and conditions below and in accordance with purchasing card procedures.

I understand that I will be making financial commitments on behalf of the Springfield R-12 School District and will seek to maximize the purchasing value of public funds. I understand that personal purchases are **not** allowed on the purchasing card, and I agree to use the purchasing card for the purchase of items for use in official District business only. All purchases must comply with the District financial and purchasing policies and procedures. I understand that examples of items **not** to be purchased with the purchasing card are included in the purchasing card procedures. I understand that I shall be personally liable for the improper use of the purchasing card, and I agree to pay the cost of such use, other than improper use as the result of a lost or stolen card which was immediately reported as required in the purchasing card procedures, including fees and interest assessed against the improper purchase. I understand that improper use of the purchasing card may be cause for disciplinary action by the District, including termination, and that improper use of the purchasing card may subject me to criminal prosecution. I also understand that if there are amounts, which are attributable to my improper use of the purchasing card, I have authorized the District to deduct those amounts from my paycheck.

I agree to abide by the guidelines contained in the Springfield R-12 School District Purchasing Card Procedures. I understand that failing to follow the purchasing card program guidelines may be deemed an improper use of the card and could result in revocation of the purchasing card and appropriate disciplinary action, which may include termination. I agree to provide original, itemized receipts from the supplier for each transaction made on the purchasing card as required in the District's Purchasing Card Procedures. Failure to report or document any purchase may be deemed an improper use of the purchasing card. I understand that my department is responsible for all charges, including fees and interest, incurred from the proper use of the purchasing card. I understand that should my employment with the District terminate for any reason, the purchasing card must be returned to the Purchasing Card Coordinator. I also understand that the District may withdraw authorization to use the purchasing card and require the return of the purchasing card at any time for any reason. If the purchasing card is lost or stolen, I agree to notify the P-Card provider, my immediate supervisor, and the Business Services Department immediately. I have been given a copy of the District Purchasing Card Procedures, have read this document, have received training on the Purchasing Card Program, and understand the requirements for purchasing card use.

_____ Cardholder Signature	_____ Date
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_____ Purchasing Card Coordinator Signature	_____ Date
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Single Transaction Limit _____ \$999.99

Monthly Transaction Limit _____