



PROCUREMENT CARD (P-CARD) PROGRAM USER GUIDELINES

Pueblo City-County Library District (PCCLD) offers procurement card privileges to employees that have been identified to be able to fulfill PCCLD purchasing needs. The procurement card (P-card) program is a privilege, which requires responsibilities from multiple parties to accomplish a program that satisfies PCCLD's internal controls and responsible financial management. The following guidelines outline the responsibilities of the cardholder. The cardholder must review these guidelines and acknowledge that he/she has read and will comply with these guidelines and all applicable policies, prior to receiving a card.

Roles for the program are determined by the CFO and defined as the following:

- **Administrators:** Authorized to fulfill any approved requests, such as order new cards, increase card limits, and cancel/inactivate current cards. Approved program administrators are the CFO and the Senior Accountant, however, the CFO will be the first point of contact.
- **User Account Manager:** Responsible for the initial set up of approved user accounts, distributing cardholder documents, maintaining user account needs such as password resets, and closing user accounts when applicable. Also assists in month end reconciliation, including disputing transactions, and creating any necessary reports.
- **Approving Supervisor:** Responsible for overseeing cardholder compliance in their department, including approving all transactions, and reviewing reconciliations for accuracy. Approving Supervisors are the Executive Director, CFO, COO, Directors, Superintendents, and Department/Branch Managers.
- **Cardholder:** The participant in the program and handler of the card. The cardholder is responsible for every guideline outlined in this document referencing "cardholder".

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I. BECOMING A NEW CARDHOLDER

Individuals interested in becoming a cardholder must make the request from their Supervisors. Only Supervisors can request for new cardholder privileges from the Finance Department. Supervisors will submit the request via Help Desk to Finance, providing detail of the needs for their department and how a new procurement cardholder will satisfy these needs.

If the request is approved, Finance will notify the manager and begin the new cardholder process, by ordering the procurement card and setting up the new user account.

Finance will also notify the cardholder of approval, providing the new cardholder with online credentials, these User Guidelines, instructions for mandatory P-card training, and applicable Policies & Procedures. Once the card has arrived, the cardholder will be notified to retrieve their card from Finance.

The card will only be released to the cardholder pending mandatory training has been completed and all required signed documents have been received by Finance, and the cardholder signs a copy of the card showing they have received it.

II. ACTIVATING AND SECURING P-CARD INFORMATION

A. ACTIVATING NEW CARDS

P-cards must be activated within 14 business days of receipt. Non-activated cards will be removed from the program and will need to start the request process over.

To activate, go to www.commercialcardcenter.com and create an account.

When activating your card, you will need the following information:

- 16 digit account number (number located on the front of card)
- Zip code for Rawlings: 81004
- Verification Code: This is the cardholder's Employee ID number, and can be found in Paylocity, or by contacting Finance. **This is NOT the cardholder's social security number.**

B. SAFEGUARDING PROCUREMENT CARDS

It is the responsibility of the cardholder to secure the card and all account information, and therefore reducing risk, from fraudulent, unlawful, or negligent activity. The cardholder is responsible for all activity on their P-Card, and must report any disputed transactions or fraudulent activity immediately (see section V. below). The following items represent key practices, though not exhaustive, that cardholders can do to safeguard their card and reduce risk:

- Keep the card and any account information in a secure place.
- The card is issued solely to the cardholder. Do not provide your card to others for their use. (including co-workers).
- Do not post or email full card account number.
- Be aware of fraudulent emails requesting credit card information (phishing or spoofing).

III. AUTHORIZED USE OF ACTIVE CARDS

Submission of requisitions through eRequester is the preferred method of procurement. P-cards are intended for low dollar reoccurring expenses, immediate and/or emergency uses, with a maximum limit of \$200.00 per one transaction. Please refer to Financial Management Policies 04.01.03, 04.01.15 and Financial Management Procedure 04.01.03.P1.

The card is issued solely to the approved cardholder; therefore the cardholder is the only individual authorized to make purchases with their card.

Personal use of PCCLD's procurement cards is strictly prohibited. Should the card be used personally, unintentionally, the cardholder is required to reimburse PCCLD for all charges, immediately.

It is the responsibility of the cardholder to diligently acquire tax-exemption on all purchases. A copy of the tax exempt form can be found on the PCCLD's portal or can be requested directly from Finance. Should tax-exemption require an exempt store card for certain vendors, the cardholder must divulge this information to Finance, immediately. It may be the responsibility of the cardholder to reimburse PCCLD for any sales taxes paid on their procurement card (see Financial Management Policy 04.01.15).

The cardholder must perform the following with all procurement card purchases:

- Provide PCCLD's tax exempt documentation to the vendor.
- Obtain an **itemized** receipt for all purchases.
- Ensure delivery of all the items and confirm that no damage has occurred.

IV. CHANGES TO ACTIVE CARDS:

All changes to active cardholder requests must be submitted through a work order ticket via Help Desk to notify Finance. Changes to active users include reporting and replacing a lost or stolen card, replacing a damaged card, and temporary credit limit increase.

A. REPLACEMENT OF AN ACTIVE CARD

1. Reporting a lost or stolen card

A lost or stolen card must be reported, immediately, by the cardholder, to both UMB and the Finance Department. A replacement of a lost or stolen card will be issued in all occurrences where the cardholder does not show negligence.

Finance will notify the cardholder upon the replacement card's arrival.

2. Replacing a card due to upcoming expiration or damage

The cardholder will automatically be reissued a new card, one to six weeks prior to the expiration date of the existing card. If a cardholder does not receive a new P-Card within that period, contact the P-Card Administrator in the Finance Department immediately.

The cardholder may also request a replacement card, due to current card damage. The cardholder will submit a Help Desk ticket for this request.

Finance will notify the cardholder upon the replacement card's arrival. The replacement card will not be released unless the expiring/damaged card has been submitted to Finance. In addition, the replacement card will only be released to the cardholder.

Upon receipt of the replacement card, the cardholder must activate the card (see sec. II.A. above), and perform any due diligence to update the expiration date with any reoccurring vendors.

B. REQUESTS FOR CHANGES TO LIMITS

Temporary credit limit increases are approved for extraordinary items, such as travel requirements, and because all other preferred purchasing alternatives have been exhausted. Cardholders can make requests by submitting a Help Desk ticket. In the case of an emergency, the cardholder can contact an Administrator in the Finance Department, directly. If approved, an Administrator will put a **temporary** limit increase via the procurement card online platform. Approved increases will take effect immediately.

V. RECONCILING P-CARD TRANSACTIONS

It is the responsibility of the cardholder to review their statements on a monthly basis for accuracy. All cardholders have access to their statement online starting the first business day of every month. It is the responsibility of the cardholder to upload itemized receipts for all transactions, code their purchases to the correct expense account to the best of their knowledge, and submit to their approving supervisor for approval, and submission to Finance, within five (5) business days following the first of the month. In addition, it is the responsibility of the cardholder to dispute a transaction they disagree with, or communicate fraud to Finance in a timely manner. It may be the responsibility of the cardholder to reimburse PCCLD for any late or finance charges incurred on their statement (see Financial Management Policy 04.01.15). Cardholder accounts can be reconciled by logging into:

<https://intellilink.spendmanagement.visa.com/account/login>

A. RECEIPTS AND REQUIRED DETAIL FOR TRANSACTIONS

All transactions must have an itemized receipt accompanying it. **Summarized receipts are not sufficient.**

All transactions must include a description of the purchase (i.e. Snacks for youth program or lunch during CAL training).

All transactions must be coded to an accurate expense account.

The cardholder's reconciled statement must be reviewed for accuracy and submitted to an approving manager in a timely manner, within five (5) business days.

B. DISPUTING A TRANSACTION

On occasion, a transaction may occur that requires dispute. This may arise when a vendor has mischarged, duplicated the charge, the item(s) purchased were never received, or it is an unknown charge to the cardholder. Cardholders must submit a Help Desk ticket to Finance when this occurs. All disputed transactions must include detail of the dispute. The cardholder may be contacted by the Commercial Claims Department at UMB to provide more information. It is important to respond to all inquiries from the bank in a timely manner in order to preserve the claim. During UMB's investigation, a provisional credit will be issued to the Cardholder's P-Card account. When the investigation is complete, the bank will notify the Cardholder of the resolution.

During your reconciliation process, if the disputed transaction is still on the card, indicate that the transaction is being disputed in your monthly reconciliation description line. The User Account Manager in Finance will follow up with any additional details required.

C. APPROVING SUPERVISOR'S RESPONSIBILITIES

Supervisors are responsible for reviewing their procurement card employee's statements in a timely manner. Approving supervisors have three (3) business days to review their employee's statements for accuracy, including coding expenses to the proper accounts, and submit to Finance for payment. Failure to do so in a timely manner may result in late or finance charges, which may be the responsibility of the supervisor to reimburse PCCLD for these charges.

VI. TERMINATING FROM THE PROCUREMENT CARD PROGRAM

Procurement cardholders may be terminated from the cardholder program due to:

1. Change in position requiring relocation to another department and/or eligibility for a P-card. For an employee to receive another card, the new supervising manager must request it.
2. Non-compliance of policies, procedures and guidelines. Deliberate abuse of the program will result in revocation of the card and privileges.
3. Requested by a supervising manager or the CFO.
4. Inactivity of card indicating procurement needs no longer require a procurement card.
5. Termination of employment with PCCLD.

The terminating card, any tax exempt store cards, and all receipts for reconciliation must be surrendered by the cardholder to Human Resources, immediately, if any of the above circumstances occur.

PROCUREMENT CARD PARTICIPANT AGREEMENT

Cardholder and Supervisor must sign and date this document and return to Finance, prior to the release of any procurement card. If you have any questions regarding this document, or any Financial Management policies and procedures, please contact the Chief Financial Officer (CFO).

I, the cardholder, have read and understand the above procurement card user guidelines. I have also completed all mandatory training. I agree to comply with the terms and conditions outlined in this document. I understand that I am being entrusted with Pueblo City-County Library District's property and agree to adhere to all policies and procedures to ensure responsible financial management for the district. I understand that, should I willingly or negligently violate any of the terms on this agreement or the district's policies and procedures, I may be subject to disciplinary action, termination and/or civil prosecution.

*The library district is funded primarily through taxpayer funds. Therefore, PCCLD purchasers of goods and services have a distinct responsibility to ensure that library funds are spent carefully for mission-related activities with proper documentation. The documentation, i.e. purchase receipts, are subject to a financial audit by a CPA firm chosen by the library Board of Trustees. Receipts must be provided, monthly, to the Finance Office. There is zero tolerance for failing to provide receipts. Failure to do so could result in loss of P-card privileges as well as in work performance related consequences. **ITEMIZED RECEIPTS ARE REQUIRED.***

Cardholder Signature

Cardholder Printed Name

Date

I, the Supervisor, have read and understand my responsibilities as a supervising manager for this cardholder. I agree to comply with the terms and conditions outlined in this document. I agree, should I discover this cardholder has willingly or negligently violated the terms of this agreement or Pueblo City County Library policies and procedures, I will notify the CFO immediately.

Supervisor/Manager's Signature

Supervisor/Manager's Printed Name

Date