



**BOARD OF EDUCATION
PURCHASE CARD
POLICY AND PROCEDURES
HANDBOOK**

**Summers County Schools
Board of Education
Purchase Card
Policy and Procedures
Handbook**

Foreword

This handbook contains the policies and procedures applicable to the Summers County Schools Board of Education Purchase Card (P-Card) Program. It is intended to supplement the Summers County Board of Education Travel Policy, the WV Local Government Purchasing Card Policy and Procedures, and the Series 202 Purchasing Procedures for Local Educational Agencies (8200).

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SECTION 1. PURCHASE CARD OVERVIEW

1.1 What Is A Purchase Card (P-Card)?

A P-Card is a credit card that can be used to pay for authorized purchases necessary to conduct Summers County Board of Education (BOE) business. The P-Card Program provides an efficient and effective method of paying for goods and services.

A P-Card is a privilege, not a right. It is not a benefit of employment. It is not intended to avoid or bypass appropriate purchase order or payment processes. It does not change the requirements of the West Virginia Ethics Act. The BOE reserves the right to terminate individual P-Card privileges at any time with or without cause. Disciplinary action will be taken for fraud, misuse or abuse of the P-Card.

1.2 Who Can Obtain A P-Card?

A P-Card will only be issued to a regular full-time employee of the BOE.

P-Card holders should be those employees who actually make purchases or payments.

IMPORTANT: P-Cards are assigned to specific individuals and may be used **ONLY** by that individual. There are NO “departmental use” P-Cards. Cardholders are prohibited from delegating a card to another individual.

IMPORTANT: Any transaction put on the purchasing card without first obtaining an approved Purchase Order will become your personal responsibility and you will be required to reimburse the Summers County Board of Education. **NO EXCEPTIONS!**

1.3 What Are The P-Card Benefits?

A. *P-Cardholder Benefits*

- Using a P-Card gives you greater control over your purchases for the BOE.
- It is an alternative payment method to pay vendors within 48-72 hours for goods and services.
- It reduces time and paperwork associated with traditional purchase methods.
- The card is widely accepted.
- When you use the P-Card for travel expenses, you have additional auto insurance and emergency services coverage.

B. Merchant Benefits

- P-Card transactions are paid within 48 to 72 hours of purchase.
- Eliminates need to generate and mail invoices.
- Eliminates need to process check payments.

C. Summers County Board of Education Benefits

- Increased control and monitoring of purchases through complete and timely reporting.
- Reduced time and paperwork processing of large numbers of smaller dollar purchases.
- Faster payment to vendors.
- Rebates offered by Fifth Third Bank to BOE.

SECTION 2. P-CARDHOLDER BENEFITS AND RESPONSIBILITIES

2.1 What Are the P-Cardholder's Responsibilities?

With empowerment comes responsibility.

You are required to comply with BOE policies and procedures. You must ensure that you understand them. Failure to comply with policies, procedures, rules and laws associated with the P-Card Program may result in revocation or limitation of P-Card privileges and any discipline deemed necessary or appropriate.

You are required to safeguard your P-Card against theft and unauthorized usage. That means protecting your account number as well as your P-Card. You are responsible for every charge that appears on your P-Card.

P-Card delegation is prohibited. Your name is on the P-Card which means you are the only authorized user. You cannot allow another individual to:

- Have physical possession of the P-Card to make payments to point-of-sale vendors.
- Have access to the P-Card number and expiration date to make payments via telephone, internet, or in person.

You must ensure that each transaction is:

- Approved and encumbered with a Purchase Order.
- In accordance with BOE Policies
- Approved at all required levels
- Supported with ALL necessary documentation
- Submitted in a timely manner
- A prudent use of BOE resources

2.2 What Can I Buy With The P-Card?

The P-Card can be used for official purchases of authorized goods and services for BOE business that are in compliance with all policies and procedures. Use of the P-Card is subject to a single purchase limit and a monthly purchase limit. Ghost Accounts can be used to pay legitimate and approved invoices.

The P-Card can also be used for travel expenses incurred while on approved BOE business, within the limits of the Summers County Travel Policy and Procedures. Remember Tips are prohibited per the Summers County Travel Policy.

Certain purchases are PROHIBITED. These include but are not limited to:

- Purchases without an approved Purchase order.
- Personal purchases of any kind
- Cash advances
- Gift cards and certificates
- Gasoline for private vehicles
- Alcoholic beverages and Tips
- Unauthorized purchases
- Split purchases to avoid transaction limits
- Any purchase prohibited by BOE Policies

2.3 How Do I Use the P-Card?

The P-Card can be used in every way that a MasterCard credit card can be used – in a store, via telephone, fax, secured internet site, etc. Payments may NOT be made through PayPal.

A. Over-the-Counter Purchases (In-person transactions)

- Obtain an approved purchase order.
- Verify that the purchase is not restricted by any BOE Policy.
- Determine availability of funds to make purchase.
- Check that the total charge does not exceed P-Card transaction limits.
- Verify that the item is not available through the BOE warehouse or that the BOE does not receive discounts from a key supplier of the item/s.
- Obtain all necessary approvals to make the purchase.
- Verify that the vendor accepts-MasterCard and inquire about return policy.
- Tell the vendor that you are making a tax exempt purchase before initiating the transaction – sales tax charges should be addressed immediately with the vendor by the cardholder.
- Verify the sales total, sign the sales draft, obtain receipt and charge slip.
- Record the purchase in your P-Card Log Sheet.
- Immediately following the end of each billing cycle, review your P-Card statement for accuracy, attach all required documentation, and forward to the P-Card Coordinator.

B. Telephone and Fax Orders

- Obtain an approved purchase order.
- Verify that the purchase is not restricted by any BOE Policy.
- Determine availability of funds to make purchase.
- Check that the total charge does not exceed P-Card transaction limits.
- Verify that the item is not available through the BOE warehouse or that the BOE does not receive discounts from a key supplier of the item/s.
- Obtain all necessary approvals to make the purchase.

- Verify that the vendor accepts MasterCard and inquire about return policy.
- Tell the vendor that you are making a tax exempt purchase before initiating the transaction – sales tax charges should be addressed immediately with the vendor by the cardholder.
- Provide a complete shipping address to vendor. The address may NOT be a personal residence.
- Ensure that shipping and handling charges are included in the stated price.
- Tell the vendor to provide you with an itemized invoice or receipt – vendor may not charge the account until the merchandise has been shipped.
- Record the purchase in your P-Card Log Sheet.
- Inspect and verify order accuracy, quality and price when the merchandise arrives.
- Ensure all receiving documentation is retained. If cardholder orders for remote location, receiving party MUST send all documentation to cardholder.
- Immediately following the end of each billing cycle, review your P-Card statement for accuracy, attach all required documentation, and forward to the P-Card Coordinator.

C. Internet Orders

- Obtain an approved purchase order.
- Verify that the purchase is not restricted by any BOE Policy.
- Determine availability of funds to make purchase.
- Check that the total charge does not exceed P-Card transaction limits.
- Verify that the item is not available through the BOE warehouse or that the BOE does not receive discounts from a key supplier of the item/s.
- Obtain all necessary approvals to make the purchase.
- Confirm that the vendor agrees to accept MasterCard and inquire about their return policy.
- Ensure internet sites are secured – make sure you see a closed “lock” on the screen.
- Tell the vendor that you are making a tax exempt purchase before initiating the transaction – sales tax charges should be addressed immediately with the vendor by the cardholder.
- Provide a complete shipping address to vendor. The address may NOT be a personal residence.
- Ensure that shipping and handling charges are included in the stated price.
- Print vendor’s electronic order details and confirmation – vendor may not charge the account until the merchandise has been shipped.
- Record the purchase in your P-Card Log Sheet.
- Inspect and verify order accuracy, quality and price when the merchandise arrives.
- Ensure all receiving documentation is retained. If cardholder orders for remote location, receiving party MUST send all documentation to cardholder.
- When downloading a purchased product from the Internet, print out the electronic confirmation for your files.
- Immediately following the end of each billing cycle, review your P-Card statement for accuracy, attach all required documentation, and forward to the P-Card Coordinator.

D. Travel Expenditures

- Verify that the expense complies with BOE Travel Policy. Remember, policy does not allow reimbursement for tips. Therefore, they should not be put on a P Card.
- Ensure that the Workshop Request Form is completed and approved.
- Check that the total charge does not exceed P-Card transaction limits.
- Confirm that the vendor agrees to accept MasterCard and inquire about their cancellation policy.
- Ensure internet sites are secured – make sure you see a closed “lock” on the screen.
- Tell the vendor that you are making a tax exempt purchase before initiating the transaction – sales tax charges should be addressed immediately with the vendor by the cardholder.
- Record the purchase in your P-Card Log Sheet.
- Immediately following the end of each billing cycle, review your P-Card statement for accuracy, attach all required documentation, and forward to the P-Card Coordinator.

IMPORTANT: Any returned goods must be credited to the P-Card. Debit cards, gift cards or cash are not an acceptable method of receiving refunds for returned goods.

IMPORTANT: The P-Card may NEVER be used to pay for a spouse or family member to accompany a traveler on BOE business.

IMPORTANT: The P-Card may NEVER be used to purchase gasoline for use in a personal vehicle.

IMPORTANT: Any transaction put on the purchasing card without first obtaining an approved Purchase Order will become your personal responsibility and you will be required to reimburse the Summers County Board of Education. NO EXCEPTIONS!

2.4 Why Did A Transaction Get Declined?

P-Cards have transaction and credit limits. Every merchant that accepts a credit card has an assigned Merchant Category Code (MCC) that identifies the type of goods/services typically provided.

Your transaction will be declined at the point-of-sale for the following reasons:

- The transaction exceeds your single transaction limit.
- The transaction causes you to exceed your monthly credit limit.
- The transaction exceeds your allowed number of transactions
- The vendor’s MCC code is blocked for your P-Card.

It is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder limits. A cardholder who splits an order into multiple charges

to avoid limits is subject to disciplinary action.

PLEASE NOTE: MCC blocking may not automatically prevent you from making a purchase that is not authorized. You must always adhere to the BOE Policies and Procedures and not depend on MCC blocking to prevent unauthorized or prohibited transactions.

2.5 What Documentation is Required?

It is the P-Cardholder's responsibility to obtain, retain and submit supporting documentation for P-Card purchases. Transaction documentation in detail is critical to your use of the P-Card.

This documentation will take the form of a vendor produced document that contains detailed information regarding the transaction. This includes cash register receipts, charge slips, invoices, and /or computer screen printouts. The documentation should always contain the following information:

- Merchant name and address
- Unit prices
- Transaction total amount
- Transaction date
- Transaction details – item description/s, quantities ordered and received

A receipt or invoice description which only states "Miscellaneous", or "Merchandise", or only includes a vendor's stock or item number is NOT acceptable.

For travel purchases, you cannot pay for expenses for anyone other than yourself – remember that your name is on the card and you are responsible for all purchases made with that card. Additional documentation will be required such as hotel folios, airline flight coupons, etc.

Without documentation, your transactions automatically become unauthorized purchases that may lead to the suspension or cancellation of your P-Card!

For this reason:

- Be sure to instruct the vendor to send any invoices directly to you.
- In the event that the documentation provided by the vendor does not supply the necessary transaction detail, YOU must add that information to your documentation via a notation on the vendor documents or a memo.
- If the documentation is lost, YOU must contact the vendor to request a reprint.
- If the vendor cannot provide documentation, YOU must provide an itemized list which satisfies the requirements. This list MUST be signed by the cardholder and the cardholder's supervisor/approver.

2.6 How Do I Submit Supporting Documentation?

The “Billing Cycle” for statement periods are now calendar billing cycles. This means the first day of the billing cycle will always be the first day of the calendar month and the last day of the billing cycle will always be the last day of the calendar month. The payment due date will be 25 days from the end of the billing cycle. At the close of each billing cycle, you are required to submit proper supporting documentation (receipts, invoices, log sheets, approval forms, etc.) for all P-Card transactions. This documentation must reach the P-Card Coordinator no later than 5 days after the end of the billing cycle.

Follow these steps in preparing your documentation:

1. Immediately upon receipt of your P-Card Billing Statement, review transactions to ensure that they are legitimate, for official BOE business, and that all required documentation is included.
2. Update the Purchasing Card Log Sheet with ALL required information for all the transactions on the Billing Statement.
3. Mark each original receipt, invoice, etc. in the upper right hand corner with the corresponding number from your Purchasing Card Log Sheet.
4. For travel transactions, an approved Travel Request Form (Gray Form) and Out of County Traveling Expense Account (Blue Form) must be included.
5. Sign and date the Purchasing Card Log Sheet.
6. Obtain the signature and date of your supervisor/approver on the Purchasing Card Log Sheet.
7. Forward all supporting documentation to the P-Card Coordinator.

DO NOT STAPLE receipts to the Purchasing Card Log Sheet.

DO NOT SUBMIT incomplete documentation to the P-Card Coordinator. Missing information will result in suspension or cancellation of your P-Card.

NOTE: Signatures are required to be manual handwritten signatures. Signature stamps or preprinted signatures do not satisfy the requirements. Only password protected electronic signatures are acceptable if approved by the P-Card Coordinator.

SECTION 3. ADDITIONAL P-CARDHOLDER INFORMATION

2.7 How Do I Apply For A P-Card?

The applicant must be a regular full time employee of the BOE and must be the one who makes purchases for the BOE.

1. Complete and sign a P-Card application. The P-Card Coordinator must sign the application and indicate the credit and transaction limits and the daily and monthly transaction limits for use of the P-Card. The P-Card Coordinator will submit all approved applications to the WVSAO Purchasing Card Administrator for approval.
2. Sign a Cardholder Agreement Form. The P-Card Coordinator will retain a copy of this form. P-Cards will NOT be issued without this form. The Cardholder Agreement Form signifies that the applicant:
 - Acknowledges that he or she has had adequate training.
 - Understands the BOE P-Card Policies and Procedures.
 - Accepts responsibility for compliance with P-Card Policies and Procedures and West Virginia State Law.
 - Agrees to reimburse the BOE for unauthorized charges and costs incurred by the BOE and Fifth Third Bank related to the collection of such charges.
3. Contact the P-Card Coordinator to activate your P-Card. P-Cards are generally mailed directly to the cardholder's work address.
4. Sign the back of the P-Card.

A P-Card Maintenance Request must be completed to make modifications to a cardholder's account. The request must clearly state the type of maintenance such as address or name changes, credit or transaction limit changes, or card cancellation.

2.8 What Do I Do If My P-Card Is Lost Or Stolen?

IMMEDIATELY report lost or stolen P-Cards to the financial institution. Call 1-800-375-1747. This number is available 24 hours per day, 7 days per week. After the bank cancels your P-Card, YOU must contact the P-Card coordinator no later than the next business day.

The P-Card Coordinator will submit a P-Card Maintenance Request for all lost or stolen P-Cards.

2.9 How Do I Resolve Disputed Transactions?

Disputed items may result from:

- Failure to receive goods
- Defective merchandise
- Incorrect billing amount
- Sales tax charges
- Duplicate charges
- Credits not yet received

It is YOUR responsibility to ensure the accuracy of the charges to your P-Card.

Contact the vendor directly to attempt to resolve the problem. If the vendor is unwilling to credit the charge, you must provide documentation that the vendor was contacted and was unwilling to credit the charge. A dispute form should be filed with the P-Card Coordinator.

If you consistently have problems with a particular vendor, a P-Card Vendor Complaint Form should be submitted to the P-Card Coordinator.

2.10 What If I Made A Transaction In Error?

The P-Card is to be used for official purchases of authorized goods and services for BOE business that are in compliance with all policies and procedures.

If you mistakenly use the P-Card for a prohibited purchase, you must IMMEDIATELY notify your Supervisor/Approver and the P-Card Coordinator. You will be advised how to correct the transaction. This could include returning merchandise for credit or remitting payment to the BOE for the amount of the transaction. Your Log Sheet should reflect the reason for the purchase and the method of correction.

2.11 What If I Transfer To Another Location Or Leave Employment?

If you are retiring, resigning or otherwise leaving employment with the BOE you must:

1. Notify the P-Card Coordinator prior to your final day at Summers County Board of Education so that your account may be closed.
2. Upon notifying the P-Card Coordinator of your departure, you must cut your card in half and give it to the P-Card Coordinator along with a P-Card Program Maintenance Request Form.

If you are transferring to another location or position with the BOE you must:

1. Notify the P-Card Coordinator prior to your final day in your old position so that your current account may be closed.
2. Upon notifying the P-Card Coordinator of your transfer, you must cut your card in half and give it to the P-Card Coordinator along with a P-Card Program Maintenance Request Form.
3. You must fill out a new Enrollment Form if you need a new P-Card.

SECTION 4. P-CARD PROGRAM MANAGEMENT

2.12 Who Is Responsible For P-Card Administration?

A. Chief School Business Official (CSBO) / Director of Finance

The CSBO/Director of Finance is responsible for the administration of the P-Card Program. Responsibilities include, but are not limited to the following:

- Reviewing, on at least a quarterly basis, the compliance of the P-Card Program with accounting and internal control procedures and the requirements set forth in this handbook.
- Reporting any instance of unlawful use, possible fraud, misappropriation, or mismanagement with the P-Card to the Superintendent.
- Designating a P-Card Coordinator to monitor and oversee the P-Card Program.

B. P-Card Coordinator

The P-Card Coordinator's responsibilities include, but are not limited to the following:

- Developing written procedures for the P-Card Program.
- Monitoring and overseeing the P-Card Program to ensure that internal controls are in place to prevent misuse.
- Verifying potential cardholders' eligibility to obtain a P-Card.
- Ensuring proper completion and submission of applications, cardholder agreements, and maintenance forms.
- Ensuring successful completion of any required training for new cardholders and monitoring completion of on-going training requirements.
- Determining or verifying the following: credit limit, single transaction limit, number of daily transactions, and number of monthly transactions.
- Maintaining cardholder agreement forms.
- Reconciling master statements or electronic payment files.
- Ensuring the prompt payment of the BOE's master statement/account.
- Ensuring that P-Cardholders follow all P-Card policies and procedures.
- Disseminating updated P-Card information to cardholders.
- Activating P-Cards.
- Ensuring that P-Cards are cancelled and destroyed upon termination or separation from employment.
- Providing updated contact information to the State Auditor's Office Local Government P-Card Division.
- Identifying possible ethics law violations related to inappropriate activity by cardholders and vendors including the possession of gifts, bribes, etc.
- Conducting periodic reviews of transactions to ensure they are appropriate for the BOE.
- Addressing and establishing additional controls/policies, in a timely manner, as recommended by external or internal audits and reviews.

C. Supervisor/Approver

The P-Cardholder's Supervisor/Approver responsibilities include, but are not limited to the following:

- Determining who will use a P-Card within his/her department or school.
- Monitoring P-Card usage to ensure that all policies and procedures are being followed.
- Signing off on P-Card Log Sheets for staff.
- Notifying the P-Card Coordinator and CSBO of questionable transactions or possible misuse or fraud of the P-Card.

If the Supervisor/Approver is also a cardholder, some other knowledgeable individual such as a different supervisor must review and approve transactions on the Supervisor/Approver's P-Card.

REMEMBER: With empowerment comes responsibility. Each P-Cardholder is required to follow all policies and procedures including timely, accurate and complete documentation.

SECTION 5. FRAUD, MISUSE AND ABUSE

The P-Card Program is a privilege, not a right, and disciplinary action will be taken for fraud, misuse or abuse of the P-Card.

2.13 What Is Fraud?

Fraud is a deception deliberately practiced in order to secure unfair or unlawful gain. Intentional use of the P-Card to make purchases for personal use or non-BOE business is fraudulent and is prohibited.

Individuals using the P-Card to knowingly pay for items intended for personal use will be subject to disciplinary action up to and including termination and prosecution under state law, and may be subject to civil action by the credit card company for personal liability.

Examples of fraudulent use of the P-Card include but are not limited to the following:

- Purchase of supplies for personal use only.
- Payment of travel expenses for a personal trip.
- Return items for cash or store credit.
- Allow someone else to use your P-Card

2.14 What Is Misuse And Abuse?

Misuse/Abuse is the improper, unlawful or incorrect use, compromise or misapplication of the P-Card.

Examples of misuse and/or abuse of the P-Card include but are not limited to the following:

- Failure to keep your P-Card secure.
- Payment for unauthorized items.
- Purchase of authorized goods or services, at terms (e.g. price, quantity) that are excessive.
- Break up of purchases into multiple transactions (splitting transactions) to circumvent cardholder transaction and credit limits.
- Failure to provide complete, accurate and timely documentation to support P-Card transactions.

2.15 What Are The Consequences For Fraud, Misuse Or Abuse Of The P-Card?

With empowerment comes responsibility. The P-Card Program is a privilege, not a right, and disciplinary action will be taken for fraud, misuse or abuse of the P-Card. P-Cardholders failing to follow the Summers County BOE Policies and Procedures and West Virginia state laws associated with the P-Card Program will be subject to disciplinary action.

West Virginia Code, §6-9-2c, states:

“It is unlawful for any person to use a local government purchasing card, issued in accordance with the provisions of section two-a of this article, to make any purchase of goods or services in a manner which is contrary to the provisions of section two-a of this article or the rules promulgated pursuant to that section. Any person who violates the provisions of this section is guilty of a felony and, upon conviction thereof, shall be confined in a state correctional facility not less than one year nor more than five years, or fined no more than five thousand dollars, or both fined and imprisoned.”

Type of Inappropriate Action	1 st Occurrence	2 nd Occurrence Within a 12-Month Period	3 rd Occurrence Within a 12-Month Period
No report submitted	Cardholder and Supervisor/Approver notified; if accurate, complete and approved report not submitted 5 working days after due date P-CARD SUSPENDED	Cardholder and Supervisor/Approver notified; if accurate, complete and approved report not submitted 5 working days after due date P-CARD SUSPENDED	P-CARD REVOKED
Processing error (includes missing receipts, incomplete reports, unsigned documents, etc.)	Cardholder notified; if no corrective action within 5 days of notification P-CARD SUSPENDED	Escalated to Supervisor/Approver; if no corrective action within 5 days of notification P-CARD SUSPENDED	P-CARD REVOKED
Policy violations	Cardholder and Supervisor/Approver notified; if no corrective action within 5 days of notification P-CARD SUSPENDED	Cardholder and Supervisor/Approver notified; if no corrective action within 5 days of notification P-CARD SUSPENDED	P-CARD REVOKED
Employee fraud	P-CARD REVOKED; disciplinary action up to and including termination; possible prosecution under state law; possible civil action by the credit card company for personal liability		

SECTION 6. DEFINITIONS

Account - The WVEIS General Ledger account. A valid account must be assigned to every P-Card transaction. An account determines which budget will be charged for a particular transaction.

Billing Cycle - The period of time that equates to one monthly statement.

Cardholder - Individual responsible for and named on the P-Card.

Cardholder Account Number - The individual account number assigned to each Entity payment account.

Cardholder Agreement Form - A form signed by the cardholder that acknowledges that the cardholder has had adequate training, understands the *P-Card Policies and Procedures*, and accepts responsibility for compliance with all policies and procedures.

Cardholder Application Form - A form that initiates the P-Card issuance process.

Disputed Item - Any transaction that was not authorized by the individual cardholder.

Electronic Signature – An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. (See WV Code 39A-1-2(8)).

Goods - Materials, supplies, commodities, equipment, and any other articles or items used by or furnished to an Entity.

Individual Statement - A listing of transactions available monthly to the cardholder indicating all activity on an individual P-Card.

Master Billing Account Number - The master account number assigned to each Entity for billing purposes.

Master Statement - A list of transactions available monthly to the Entity P-Card Coordinator indicating all activity on each individual P-Card that rolls up to that Entity's master account number.

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Merchant Category Code (MCC) - A 4-digit code assigned by the supplier that attempts to define the type of goods or services they provide. Certain MCCs are electronically blocked, preventing you from making purchases with that vendor type.

P-Card Coordinator – The individual designated to administer the P-Card Program within the Summers County BOE.

P-Card Delegation – The practice of allowing an individual other than the cardholder whose name appears on the front of the P-Card to have access to the P-Card or the P-Card number to initiate or complete a transaction. Strictly prohibited.

Purchasing Card (P-Card) – A credit card issued in the name of an individual employee of the Summers County Board of Education for official use.

Receipt – An itemized document indicating the vendor, price per item, and the total amount charged in a transaction.

Statement - Your monthly “report” on your P-Card activity.

Supporting Documentation – The monthly statement, all required receipts, invoices, receiving logs, packing lists, etc, required travel documentation. Must be submitted to the P-Card Coordinator by the 5th of the month following the close of the billing cycle. Failure to submit all required supporting documentation will result in the suspension or cancellation of your P-Card.

Transaction Date - The date that the vendor processed your P-Card for payment (i.e., the date of purchase).

Transaction Limit – The maximum dollar amount permitted in any single transaction.

Travel Expense - Airfare, car rentals, hotel stays, business meals, etc. (see Travel Policy for additional detail). These types of purchases always require the Professional Conference/Leave Request to be completed and submitted to the P-Card Coordinator along with all other supporting documentation for the billing cycle.

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