



# Procurement Card Manual

*Revised July 2018*

# TABLE OF CONTENTS

	Page
Contact Information	1
Introduction	2
Obtaining a P-Card	3
Duties & Responsibilities	3
Controls	4
Spending Limits	4
Vendors	4
Acceptable Purchases	5
Unacceptable Purchases	5
P-Card Sharing	6
Making P-Card Purchases	6
Resolving Billing Errors and Disputes	7
Weekly Reconciliation Procedures	8
Violations	9
Fraud, Waste & Abuse	10
Bank of America	10
<b>Forms</b>	
P-Card Purchases & Purchase Orders	11
New P-Card Request Form <i>Used when requesting new/additional cards</i>	12
P-Card Purchase Request Form <i>Used by teacher/sponsors to request p-card purchases</i>	13
P-Card Maintenance Form	14
P-Card Violation Notice	15
P-Card Transaction Dispute Form <i>To be used by secretaries when disputing a transaction</i>	16
Card Log (Department & Campus Use Only)	17
Envelope (Department & Campus Use Only)	18
Teacher, Sponsor & P-Card User Guidelines <i>Must have one on file for all P-Card Users</i>	19
Procurement Card Agreement	21
Texas Sales and Use Tax Exemption Certification	22
Hotel Tax Exemption Certificate	23
<b>Helpful Information &amp; Instructions</b>	
How to enter a PCARD Purchase Order	24-28
Allocation Instructions	29-40
Purchase Order Liquidation Instructions	41-53
Frequently Asked Questions	54

## **Purchasing Department Contact Information**

**Shelley Freeman**  
*Director of Purchasing*

817-547-5626  
Shelley.Freeman@birdvilleschools.net

**Erika Ayala**  
*Purchasing Specialist*

817-547-5627  
Erika.Ayala@birdvilleschools.net

**Tiffany Mullins**  
*Buyer*

817-547-5632  
Tiffany.Mullins@birdvilleschools.net

**Gay Lynn Sierra**  
*Buyer*

817-547-5628  
Gay.Sierra @birdvilleschools.net

**Alex Ripley**  
*Administrative Assistant*

817-547-5629  
Alex.Ripley@birdvilleschools.net

**Rita Thornton**  
*Administrative Assistant to  
Director of Purchasing*

817-547-5646  
Rita.Thornton@birdvilleschools.net

## Introduction

The purpose of the Birdville Independent School District Procurement Card Program (P-Card) is to establish a cost-effective method of purchasing and paying for specific categories of expenditures, as defined within this document.

Birdville ISD has partnered with Bank of America to implement a P-Card program that meets the specific needs of the District and the participating departments, campuses and cardholders. The P-Card is a credit card tailored specifically for authorized business use only and has certain restrictions imposed as such. The P-Card provides various benefits, as follows:

- P-Cards simplify the purchasing process for authorized transactions and provide a convenience factor to the Cardholder, enabling the Cardholder to make a purchase at the actual time the need arises.
- The P-Card transaction provides process and cycle time savings by minimizing the number of documents, invoices, and checks processed for authorized P-Card purchases.
- Individual P-Card accounts can be programmed with pre-defined restrictions, ensuring that only transactions meeting the program criteria are allowed. Such restrictions help ensure compliance with budgetary, departmental, and purchasing policies and procedures.

The use of a P-Card as a purchasing method is a privilege and not a right, thus ALL regulations must be followed or the Cardholder may lose the privilege of having a P-Card.

The P-Card program is designed to **complement** our purchasing program by giving users some flexibility. Use of the P-Card must not circumvent or bypass the purchasing process. The Texas Education Code provides for criminal penalties for persons who intentionally circumvent the purchasing contract law by making split, separate, sequential or component purchases. District Policy CH (Local) states “Persons making unauthorized purchases shall assume full responsibility for all such debts.”

The Procurement Card Guidelines provide general guidelines for using your P-Card. Please read it carefully. **Your signature on the Procurement Card Agreement shows that you understand the intent of the program and agree to follow the established school district and departmental guidelines.**

## Obtaining a P-Card

A P-Card may be issued to permanent (full-time) employees of a department, campus and/or department (such as Athletics Department, Fine Arts, Haltom High School).

To obtain a P-Card and/or additional P-Cards a New P-Card Request Form (See Page 12) approved by the Budget Manager (Supervisor) must be submitted to the P-Card Administrator. Once the request is approved, the new cardholder and Budget Manager (if not already) must attend a mandatory P-Card training prior to obtaining P-Card.

## Duties & Responsibilities

- P-Card Administrator

The P-Card Administrator is designated to oversee the administration of the program. The P-Card Administrator has a direct relationship with the bank. All new P-Card requests (See 12) and P-Card maintenance requests (Page 14) must go through the P-Card administrator.

- Cardholder

The Cardholder is the individual to whom the P- Card is issued by the P-Card Administrator. The Cardholder is responsible for following guidelines for purchases, selection of vendors (must be district approved vendors), security of cards and daily turning in of original receipts, retrieving any necessary credit(s), and giving an explanation of any unusual transaction.

- Budget Manager (Supervisor)

The Budget Manager (Supervisor) has overall budgetary responsibility for the assigned P-Card holders and P-Card Users within their department and is responsible for following sound business practices, approving weekly P-Card Statements, and ensuring compliance with District policies and procedures. The Budget Manager (Supervisor) is responsible for retrieving P-Cards in the event of termination or change in employment status of a Cardholder under their supervision.

- Secretary

The Secretary will verify all transactions comply with the established policies and procedures, attach proper supporting documentation to transactions, allocate and release statements within one week of import date.

- Teacher , Sponsors & Card Users

The Teacher/ Sponsor or card user is responsible for filling out the P-Card Purchase Request Form (Page 13), making purchases approved on the P-Card Purchases Request Form and/or Purchase Order and providing original receipts to campus secretary.

## Controls

The P-Card program uses internal management controls to manage and audit the process to ensure that procedures are followed. Several controls are available to the District and may be implemented for each person that uses a district P-Card.

## Spending Limits

All P-Cards have monthly credit limit as well as a single transaction limit. Limits vary for each Cardholder based on their position in the District or by department/campus. If a temporary or permanent increase is necessary the Budget Manager (Supervisor) must fill out the P-Card Maintenance Form (Page 14) and send to the P-Card Administrator or the Director of Purchasing for approval and processing.

## Vendors

### Merchant Activity Type Limits

Specific types of businesses are identified by a Standard Industrial Classification (SIC) Code, commonly referred to as Merchant Category Code (MCC). Based on the nature of some categories, specific MCC codes may be restricted for use on the card. If you have difficulty using your card with any particular vendor, please contact the P-Card Administrator to determine if the purchase is allowable.

### Approved BISD Vendors

P-Card purchases must be from an approved vendor on the district's Approved Vendor List located on the purchasing website (Does not apply if using 865 & 890 funds). Vendors who are approved using a cooperative method (e.g. Buyboard, Choice Partners, NIPA, TCPN, TIPS, etc.) **are not authorized** for P-Card usage unless approved by the Director of Purchasing **with the exemption of Home Depot and Sam's Club.**

Please note that hotels, registration and field trip vendors are approved for P-Card purchases, but will not be listed on the Approved Vendors List. A W-9 from vendor will be required if not in Munis.

Cardholders must not make P-Card purchases from friends or relatives with whom Cardholder has a financial interest. Additionally, the Cardholder must not accept any gift or gratuity from any source when it is offered or appears to be offered, to influence your decision in making a P-Card purchase. The use of coupons, rebates, or rewards programs from vendors, banks, or other institutions that offer free/promotional items for the benefit of the Cardholder is not allowed when purchasing items with the P-Card. Any items received as a direct result of using the P-Card must be for the benefit of the District and are expected to remain on BISD premises. For example, an office supply vendor has a rewards program that allows a customer to earn free items based on accumulated points/dollars spent.

## Acceptable Purchases

All purchases made with the P-Card must be in compliance with District purchasing policies and procedures, for official BISD business, and must NEVER be used for personal purchases, regardless of the circumstances.

### Some Allowable Purchases Include:

- Tools/Hardware
- Training Courses
- Subscriptions, Dues
- Postage Stamps
- Permit Fees, Trade License Renewal Fees
- Purchases of supplies and materials
- Travel (With approved Travel Forms)
  - Hotel, Rental Car, & Parking Only
- Field Trips
- Catering (With Agenda & Sign-In Sheet)
- Gift Cards (Please refer to the BISD Activity Funds Manual for guidelines)

## Unacceptable Purchases

### Some Unallowable Purchases Include but not Limited to:

- Independent Consultant Contracts
- Capital Items (Fixed Assets any item that cost \$500 or more)
- Maintenance/Service Agreements (that require a signed contract)
- Technology Items
- Temporary Services, Independent Contractors, Consultant Services
- Any purchase that exceeds your spending limit or splitting of transactions
- Alcohol, alcoholic beverages, and tobacco products
- Antique shops and antique reproductions
- ATM Machine withdrawals
- Betting/Track/Casino/Lotto
- Cash advances, Cash Refunds or “Store Credits” held on account with vendor
- Dating or Escort Services
- Gasoline for personal vehicles
- Goods or Services for personal use
- Leases or other contractual agreements regardless of the cost
- Massage Parlors
- Money Orders or Convenience Checks
- Pawn shop purchases
- Personal services (hair salon, doctor visits, hospitalization, etc.)
- Wire transfers
- Any purchase prohibited by another BISD policy

## P-Card Sharing

### Individual P-Cards

Only that person named on the P-Card is the authorized user. P-Card sharing is prohibited and will result in immediate termination of the P-Card and all P-Card privileges. P-Card sharing is 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 P-Card number to initiate or complete a transaction. P-Card sharing increases the risk of fraud and Cardholder liability. Best practices to prevent fraud and misuse include NOT allowing an individual other than the Cardholder 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;
- Have access to receipts or invoices that display the complete P-Card number and expiration date.

### Department & Campus Cards

The campus/department secretary is responsible for the safekeeping of the P-Card and maintaining a detailed check-in and check-out log. For each user a signed Teacher, Sponsor & P-Card User Guidelines (Page 19) must be on file for all users utilizing the P-Card.

## Making P-Card Purchases

### Approval Procedure

Always follow proper internal campus/departmental procedures in obtaining approval for the purchase. For campuses, this will include an approved P-Card Purchase Request Form (Page 13) for purchases under \$250.00 (unless required by Principal) and a Purchase Order for purchases over \$250.00. Cardholders must notify the P-Card Administrator and the Director of Purchasing if they are being directed by their supervisor to execute or approve unallowable transactions. All reports will be handled without retribution.

### Provide Vendor with Request/Required Card Information

Be prepared to provide the vendor with any or all of the following information: card number, name, expiration date, billing address, billing phone number, and the three-digit credit card security/verification code that is located in the signature block of the card. The billing address will be the address of your location.

### Tax Exempt Status

Inform the vendor that the District is exempt from sales tax. If the vendor requests a tax exemption certificate, use the one provided in this Manual (Page 22). For hotels, please provide the hotel a Hotel Tax Exemption Certificate and letter from the Texas Comptroller (Page 23).

If the Cardholder is charged Texas sales taxes, the P-Card User will be personally liable for reimbursement of the tax to BISD unless evidence of a credit is received from the vendor within 15 days of notification from the Purchasing Department. In lieu of obtaining the credit, the P-Card



User may elect to reimburse the District for the sales tax. If sales tax is not refunded a P-Card Violation (Page 16) will be issued.

### Shipping Instructions

Give the merchant detailed shipping instructions which must include the following:

1. Your Name, Department Name
2. Building, Room Number
3. Street Address
4. City, State, Zip Code
5. Phone Number

P-Card purchases should be delivered directly to the individual P-Card User's place of work; otherwise, arrangements should be made to pick up the merchandise at the vendor's place of business. In instances where delivery must be through the warehouse, the Cardholder is responsible for immediately notifying the warehouse that goods are expected to arrive. **Items purchased should never be delivered to P-Card User's or someone else's personal address.**

## **Resolving Billing Errors and Disputes**

The Cardholder/ Card User is responsible for resolving disputes with the vendor such as incorrect pricing, delivery problems, incorrect items received, damaged items, etc.

Most disputes can be resolved by calling the vendor and having them issue a credit back to the P-Card account. Never accept cash, store credits, or gift cards in lieu of a credit to the P-Card account. Contact the P-Card Administrator for guidance if a vendor insists on providing a credit in a form other than a credit back to the P-Card.

If the vendor fails to promptly credit your account, submit a P-Card Transaction Dispute Form (Page 16) to the P-Card Administrator within 30 days of the billing issue date. Document all correspondence including dates, individuals involved, and a brief description of the problem and keep this form in your records, filed with the expense report. The charge will need to be allocated regardless if it is being disputed. Once the credit is received, it will be returned to the same budget code.

## Weekly Reconciliation Procedures

Reconciliation of the P-Card statements must occur on a weekly basis. Transactions are uploaded into Munis every Wednesday. P-Card Users are responsible for providing Secretary with itemized receipts. **Secretary will then allocate and release all statements by the following Tuesday.**

The following must be completed when performing the reconciliation process:

1. Transaction Attachments

The following documents should be attached to each P-Card transaction in Munis

- Approved P-Card Purchase Request Form (If Applicable)
- Itemized receipt
- Approved Travel Forms (If Applicable)
- Agenda and Sign-In Sheet (If Applicable)
- Packing Slip

2. Charge Description

The charge description must include the Vendor Sourcing, PO # (If applicable) and a short description of purchase.

3. Budget Allocation and/or Purchase Order Liquidation

Budget code should be changed for all P-Card transactions. If there is a Purchase Order in place for the transaction, the Purchase Order will need to be liquidated. (See Allocation Instructions Page 39).

4. Release of Statement

Upon completion of allocation, upload receipts and other documents, and release the statement into workflow. The workflow will consist of the Budget Supervisor, Business Office or Accounting Office and then Purchasing.

## Violations

### Violations and Written Notices

Violations governing the use of P-Cards such as noncompliance with policies or procedures and misuse could result in disciplinary actions up to and including employment termination and civil and criminal charges. Violations of policies and procedures governing the use of the P-Card can be classified as minor or major. The action taken is dependent upon the type of violation and the number of previous occurrences. Any alleged violation or questionable transaction could result in an immediate suspension of card privileges pending a review to determine what, if any, action is appropriate. The Director of Purchasing and the Purchasing Specialist have full authority to suspend a Cardholder's privileges. In specific circumstances, there may be a need for the District to apply more stringent actions than those outlined below. Such actions will be applied on a case-by-case basis, as deemed necessary.

### Minor Violations

Each violation will result in a P-Card Violation (Page 15) that will be sent to the P-Card User. After three minor violations, the Cardholder/ Card User will be suspended from using the P-Card for 30 days and will be required to attend P-Card training.

Examples of minor violations will include but not limited to:

- Lack of documentation
- Unapproved purchase by Supervisor
- Payment of Sales Tax (Credit not received within 15 days)
- Use of unapproved vendor without prior approval
- Violation of Policy and Procedures
- Splitting of Transactions
- Purchase of Fixed Asset item (Value greater than \$500.00)
- Purchases from Foreign Companies

### Major Violation

Each violation will result in a P-Card Violation (Page 15) that will be sent to the P-Card User. After one major violation, the P-Card User will be suspended from using the P-Card for 30 days and will be required to attend P-Card.

Examples of major violations include but not limited to:

- Purchasing unauthorized or restricted items
- Allowing others to use P-Card
- Personal Purchases
- Cash Transactions
- Item purchased delivered to an address other than one that belongs to Birdville ISD
- Unapproved Travel

P-Card Administrator reserves the right to suspend a cardholder's P-Card privileges at any time if it is deemed to be appropriate, pending the completion of any investigation, or if the severity of the violation warrants such action.

## Fraud, Waste & Abuse

The P-Card User and the Budget Manager (Supervisor) are responsible for ensuring that the District's assets are safeguarded from fraud, waste, and abuse. The Budget Manager (Supervisor) will seek restitution for any inappropriate charges made to the P-Card. Fraudulent or intentional misuse of the card will result in revocation of the card and/or possible criminal charges, including termination. Any employee who knowingly:

- Uses a P-Card for personal gain;
- Purchases items on such P-Card that are not authorized for purchase;
- Purchases items in violation of District policies and procedures; or
- Retains for such employee's personal use a rebate or refund from a vendor, bank, or other financial institution for a purchase or the use of a purchasing card shall be subject to immediate termination of employment, restitution for the amount of the improper purchases, and criminal prosecution.

A Cardholder's supervisor who knowingly, intentionally, willfully, or recklessly allows or who conspires with an employee who is issued a P-Card to violate any P-Card guidelines or District policies may be subject to immediate termination of employment and/or criminal prosecution, as determined by Human Resources. An employee may report improper activities through their supervisor, or to the Purchasing Department

## Bank of America

The Following information will be helpful when the Cardholder, department or campus needs to contact Bank of America for issues such as changing the pin or any questions:

### Verification Code

The verification code is needed by Bank of America when calling to make any changes or ask any questions. If you have misplaced your verification code, please contact your P-Card Administrator. For department and campus cards this code should not be shared with teachers/sponsors or other card users.

### Pin Number

Personal Identification Number (PIN) is a unique number assigned by the cardholder or Supervisor for campus/department cards. The P-Card Administrator does not have access to this number.

### Customer Service

Bank of America Customer Service 1-888-449-2273

# Forms

## P-Card Purchases & Purchase Order

---



Purchase Order	P-Card Purchases under \$250	P-Card Purchases over \$250
<ul style="list-style-type: none"><li>Contracted Service</li><li>Cooperative Vendors</li><li>E-procurement Vendors</li><li>Vendors who do not accept P-Card</li></ul> <ul style="list-style-type: none"><li>Request form required if using Activity Funds</li><li>Requisition must be entered into munis</li><li>Purchasing will issue PO</li><li>Purchasing will order</li><li>Accounts Payable department will issue payment</li></ul>	<ul style="list-style-type: none"><li>Request form must be approved prior to issuance of P-Card</li><li>P-Card is issued to Teacher/Sponsor</li><li>Teacher / Sponsor purchases directly from vendor utilizing P-Card</li><li>Secretary attaches request form &amp; receipt into Munis (Purchase Card Transaction)</li><li>Budget allocation by code</li><li>Secretary releases for approvals</li></ul>	<ul style="list-style-type: none"><li>Request form must be approved prior to issuance of P-Card</li><li>Requisition must be entered into munis and released</li><li>Purchasing will issue PO and will be emailed to secretary</li><li>P-Card is issued to Teacher/Sponsor</li><li>Teacher / Sponsor purchases directly from vendor utilizing P-Card</li><li>Secretary attaches request form, receipts and any other documentation into Munis (Under Purchase Card Transaction)</li><li>Purchase order is liquidated</li><li>Secretary releases for approvals</li></ul>

# New P-Card Request Form



Please fill out the form, sign and then click on the submit button.

☐ Campus / Department Card

☐ Individual Card

Date of Request: \_\_\_\_\_

Campus / Department: \_\_\_\_\_

Campus / Department #: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Campus / Department Address: \_\_\_\_\_

Single Transaction Limit: \_\_\_\_\_

Monthly Credit Limit: \_\_\_\_\_

Verification ID #: \_\_\_\_\_

(Cannot start with a 1 or 0 / must be 9 digits long. This verification code will be used when contacting Bank of America with any issues.)

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director's Signature

\_\_\_\_\_  
Date

## Purchasing Department Use Only:

☐ Approved ☐ Denied

Comments if Denied: \_\_\_\_\_

P-Card Ordered: ☐

Date Ordered: \_\_\_\_\_

Training Date: \_\_\_\_\_

Spend Control Profile: \_\_\_\_\_

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date

# P-Card Purchase Request Form



- ☐ Site Based/General (Fund 199)
- ☐ Campus Activity (Fund 461)
- ☐ Student & Faculty Activity Funds (865 & 890)

School Name: \_\_\_\_\_

School #: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Vendor(s): \_\_\_\_\_

Vendor Sourcing: \_\_\_\_\_

Purpose (Detailed): \_\_\_\_\_

Account: \_\_\_\_\_

Account Balance: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

If Expense is over \$250 a requisition must be entered and a PO must be issued prior to the purchase.

Purchase Order # (If applicable): \_\_\_\_\_

## Approval of Purchase:

\_\_\_\_\_  
Teacher /Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Officer Signature (For 865 funds only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

*This form must be attached to P-Card transaction along with receipt(s).*

## For Office Use

Receipts Received on: \_\_\_\_\_

Purchase Amounts	Vendor Name
Receipt #1: _____	_____
Receipt #2: _____	_____
Receipt #3: _____	_____
Receipt #4: _____	_____
Total: _____	

Statement ID: \_\_\_\_\_ Date released: \_\_\_\_\_ Secretary's Signature: \_\_\_\_\_





## P-Card Maintenance Form

Please fill out the form, sign and then click on the submit button.

☐ Campus / Department Card

☐ Individual Card

Date: \_\_\_\_\_

Campus /Department: \_\_\_\_\_

Campus/Department #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Last 4 digits of card #: \_\_\_\_\_

### Request Type:

- ☐ Cancel Card – Card holder will ensure that all charge receipts are error free and have been turned in to their department up to date of the last transaction.

Reason for cancellation: \_\_\_\_\_

- |   | Current | Requested | Permanent or<br>Temporary |
|---|---------|-----------|---------------------------|
| <input type="checkbox"/> Single Transaction Limit Change:   | _____   | _____     | _____                     |
| <input type="checkbox"/> Monthly Credit Limit Change:   | _____   | _____     | _____                     |
| <input type="checkbox"/> Replacement Credit Card (Damaged Card)   |         |           |                           |
| <input type="checkbox"/> Replacement Credit Card (Lost or Stolen) - Please be sure to report card lost/stolen to Bank of America as soon as possible. For assistance please contact P-Card Administrator. |         |           |                           |
| <input type="checkbox"/> Other (Please Specify):  | _____   |           |                           |

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director's Signature

\_\_\_\_\_  
Date

### Purchasing Department Use Only:

☐ Approved ☐ Denied

Comments if Denied: \_\_\_\_\_

Additional Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date



## P-Card Violation Notice

It is the responsibility of the Cardholder and Budget Manager to ensure that the referenced violation is corrected. Submit this signed Violation Notice along with a memo of explanation to the P-Card Administrator within five business days of receipt of this notice.

Failure to submit the required documents could result in P-Card suspension. Multiple violations will initiate a review of your P-Card authority and may result in the revocation of your P-Card Privileges. Please refer back to P-Card manual for any questions or contact P-Card Administrator.

Today's Date: \_\_\_\_\_

Campus / Department: \_\_\_\_\_

Campus/Department #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Last 4 digits of card #: \_\_\_\_\_

Date Violation Occurred: \_\_\_\_\_

Statement ID: \_\_\_\_\_

Transaction Amount: \_\_\_\_\_

Offender: \_\_\_\_\_

Description of Violation: \_\_\_\_\_

☐ 1<sup>st</sup> Violation    ☐ 2<sup>nd</sup> Violation    ☐ 3<sup>rd</sup> Violation    ☐ Automatic Suspension

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date

Campus / Department:

**Explanation-** Explain why this purchase was made on a BISD credit card and information on what has been done to correct the situation. Attach additional documentation, if necessary.

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/ Director's Signature

\_\_\_\_\_  
Date

# P-Card Transaction Dispute Form



Please send form and additional documentation to P-Card Administrator

Card Name: \_\_\_\_\_ Last 4 Digits of Card Number: \_\_\_\_\_

Statement ID: \_\_\_\_\_ Transaction ID: \_\_\_\_\_ Transaction Amount: \_\_\_\_\_

## Dispute Reason:

☐ I have not authorized this charge on my card. I have not purchased or ordered merchandise in person, by phone, or by mail, nor have I received any goods or services from this merchant.

☐ My card has been charged for the transaction listed above, but I have not received the merchandise or service. I expected to receive \_\_\_\_\_ from the merchant on \_\_\_\_/\_\_\_\_/\_\_\_\_. I contacted the merchant on \_\_\_\_/\_\_\_\_/\_\_\_\_, and their response was \_\_\_\_\_  
\_\_\_\_\_. This matter has not been resolved.

☐ The merchant promised me a refund credit for the listed charge, but it has not yet appeared on my card. A copy of the refund documentation is enclosed.

☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Card Holder's Signature

\_\_\_\_\_  
Date

## Purchasing Department Use Only:

Action Taken: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolved on: \_\_\_\_\_ Refer to Statement ID: \_\_\_\_\_

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date

## P-Card Log

Card Name

Name	PO# if any	Store	Amount	Date Out	Date In	Signature

Card: \_\_\_\_\_

Name: \_\_\_\_\_ PO # (If applicable): \_\_\_\_\_ Amount: \_\_\_\_\_ Card must be returned on: \_\_\_\_\_

### **Guidelines**

- Sales Tax is not permitted.
- Tips/Gratuities is not permitted.
- Purchase only items on your approved P-Card Purchase Request Form and/or Purchase Order.
- Personal purchases or any unapproved purchases are not allowed.
- Savings' catcher or any other form of rebate is not allowed.
- Original receipt, card and contents of envelope must be returned to secretary.

*Violation of guidelines could result in a trip back to the store, P-Card violation and/or revocation of P-Card privileges*

## Teacher, Sponsor & P-Card User P-Card Guidelines

---



- Purchase only items listed on your approved P-Card Purchase Request Form / Purchase Order.
- Shop only from the vendors listed on your approved P-Card Purchase Request Form / Purchase Order.
- Personal purchases or any unapproved purchases are not allowed.
- Sales Tax is not permitted.
- Savings catcher or any form of rebate is not allowed.
- Original receipt(s) must be returned to Secretary along with P-Card.
- You have two business days to use the card unless approved by your Supervisor.
- Violation of guidelines could result in a trip back to the store, P-Card Violation and/or revocation of P-Card privileges.

I understand and agree to abide by the guidelines listed above.

---

Printed Name

---

Campus

---

Signature

---

Date

## Procurement Card Agreement P-Card Holders / Budget Managers

---



I, \_\_\_\_\_ hereby acknowledge receipt of the BISD Credit Card(s) listed on page two of this agreement.

As a card holder, I agree to comply with the terms and conditions of the Agreement and the Procurement Card Manual.

I acknowledge receipt of the Agreement and confirm that I have read and understand the terms and conditions. I understand that the Birdville Independent School District will audit the use of the procurement card(s) and report any discrepancies.

I agree to use this card(s) for approved purchases only. I understand that I am financially responsible for all unapproved purchases, including Texas sales tax, as well as any transaction for which I cannot produce an original vendor's receipt.

I understand that the District is liable to Bank of America for all charges made on the card(s).

Personal purchases will be considered misappropriations of District funds, (under applicable Texas Penal Code Statutes), and will be reported to the proper authorities. Inappropriate use of the card(s) or failure to abide by the Procurement Card Policies and Procedures will result in revocation of the card(s) and appropriate disciplinary action, which may include termination of employment, prosecution, and restitution of any losses incurred by the District.

I am aware that purchases must be within my department's appropriate budgetary limits when using the Procurement Card(s) and that purchases made are charged to my department/campus at the end of the month. If the charges exceed my department/campus budget in any month, I understand that my card privileges may be revoked.

I am responsible for ensuring that the Procurement Card(s) and its number(s) are protected from theft or loss. I will immediately notify Bank of America and the Procurement Card Administrator of any loss or improper use of my card(s). I understand that I must report the loss or theft of the Procurement Card(s) within twenty-four (24) hours. If I fail to report the loss or theft, I may be held liable for any unauthorized charges.

I understand that purchases made in violation of this policy will result in P-Card Violation, revocation of P-Card privileges and/or up to termination of employment.

I agree to surrender the card(s) immediately upon request of the Procurement Card Administrator or upon separation from the district

Last 4 digits	Card Name	Monthly Limit	Transaction Limit

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Manager's Signature  
*Required for secretaries & individual cards*

\_\_\_\_\_  
Date

\_\_\_\_\_  
P-Card Administrator

\_\_\_\_\_  
Date



## TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency <b>Birdville ISD</b>	
Address (Street & number, P. O. Box or Route number) <b>6125 E. Belknap St (Accounts Payable - PO Box 14689)</b>	Phone (Area code and number) <b>817.547.5641</b>
City, State, ZIP code <b>Haltom City, TX 76117</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

\_\_\_\_\_ **Varies** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Purchaser claims this exemption for the following reason:

\_\_\_\_\_ **Tax Exempt Public School District Exemption # 75-6000193** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

<b>sign here</b>	Purchaser <i>Shametra Collins</i>	Title Accounting Coordinator	Date June 28, 2018

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.


This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

## Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity <b>Birdville Independent School District</b>	Exempt entity status (Religious, charitable, educational, governmental) <b>Educational</b>
Address of exempt organization (Street and number) <b>6125 East Belknap Street</b>	
City, State, ZIP code <b>Haltom City, TX 76117</b>	

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature 	Date

### Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- ☐ **United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- ☐ **Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- ☐ **Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☒ **Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

**Do NOT send this form to the Comptroller of Public Accounts.**

# **Helpful Information & Instructions**

# **How to enter a P-card Purchase Order (Blanket Purchase Orders)**

*A PO is only required for P-Card purchases over  
\$250.00*

# How to enter a P-card Purchase Order (Blanket Purchase Orders)

*A PO is only required for P-Card purchases over \$250.00*

## 1. Add new requisition and select PCARD dept/loc (Starting July 2018)

Requisition Entry - Munis [BIRDVILLE ISD]

**8. Accept**

**1. Select Dept/ Loc PCARD**

**2. Add General Description**

**3. Change Receive by to Amount**

**4. Add vendor #**

**5. Delivery Method should be PRINT**

**7. Add Reference**

**6. Add Vendor/ Sourcing notes include "P-CARD PURCHASE"**

**Main**

Dept/Loc: PCARD  
Fiscal year: 2018  
Requisition number: 11819490  
General commodity: ...  
General description: ...

Status: 2 Created  
Entered: 05/22/2018  
PO expiration: ...  
Receive by: ☐ Quantity ☒ Amount  
☒ Three way match required  
☐ Inspection required

**Vendor**

Vendor: ...  
Name: ...  
PO mailing: ...  
Delivery method: ☒ Print ☐ Fax ☐ E-Mail ☐ E-Procurement  
Address: ...

**Shipping and Billing**

Ship to: 947 ...  
Address: BIRD BUSINESS OFFICE  
3124 CARSON STREET  
HALTOM CITY TX 76117  
Email: erika.ayala@birdvilleschools.net  
Reference: ...

**Miscellaneous**

Allocation: ...  
Type: N - NORMAL  
PO: ...

**Vendor/Sourcing Notes**

**Line Items**

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
Total amount: ...											

**Workflow**

My Approvals: Approve Reject Forward Hold Approvers

**Conversion**

Convert

0 of 0

2. Once you accept MUNIS will direct you to Line Items. Here you will add 1 line only as shown below

Requisition Entry - Munis [BIRDVILLE ISD] > Line Items

HOME

Accept Cancel Search Query Builder Add Update Delete Global- Duplicate Print Text file PDF Excel Word Email Attach Notes Audit Maplink Alerts Tools

4. Accept

5. Return

Requisition

Fiscal year 2018 Number 11819490 Line 1

Detail

Quantity 1.00 Amount .00000

Description

1. Add description Ex:

Add'l Desc/Notes

- Science Supplies
- Conference Registration for Mrs. Smith
- 1st grade field trip to the zoo 100 students @ 5.00 = \$500.00

GROSS .00

Freight

Discount .00 %

Credit .00

TOTAL .00

Miscellaneous

Manufacturer Bid

Manufacturer item no. Fixed Asset N

Vendor item no.

Seq T Account Description Amount GL Bud

0 of 0

2. The amount should be the total amount for the order including shipping

3. Enter budget code(s)

**1 LINE ONLY!!! P-Card Purchase Orders should only have 1 line item with the total order amount.**

**For Hotels be sure to include city tax and/or state tax if applicable.**

### 3. Attach documents such as quote, travel forms, agenda, etc.

Requisition Entry - Muniz [BIRDEVILLE ISD]

HOME

Accept Cancel Search Query Builder Add Update Delete Global- Duplicate Print PDF Excel Word Email Schedule Office Attach Notes Audit Maplink Alerts Return

2. Accept

1. Attach Documents such as quote, travel forms, agenda, etc.

Main

Dept/Loc PCARD Purchasing

Fiscal year 2018 Current Next

Requisition number 11819490

General commodity

General description

General Notes

Status 2 Created

Entered 05/22/2018 By b15105

PO expiration

Receive by Quantity Amount

Three way match required

Inspection required By

Vendor

Vendor Committed

Name

PO mailing

Delivery method Print Fax E-Mail E-Procurement

Address

Shipping and Billing

Ship to 947

Address BIRD BUSINESS OFFICE  
3124 CARSON STREET  
HALTOM CITY TX 76117

Email erika.ayala@birdvilleschools.net

Reference

Vendor/Sourcing Notes Vendor Quotes (0)

Miscellaneous

Allocation

Type N - NORMAL

PO

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
<p>Accounts Total amount</p>											

Workflow

My Approvals Approve Reject Forward Hold Approvers

Conversion

Convert

0 of 0

#### 4. Release for approvals

Requisition Entry - Munis (BIRDEVILLE ISD)

HOME

Accept Cancel Search Browse Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office Attach Notify Maplink Alerts Release Menu More... Return

Confirm Search Actions Output Tools

**1. Release for Approvals**

**Main**

Dept/Loc: 99PC Purchasing  
Fiscal year: 2018 ☒ Current ☐ Next  
Requisition number: 11819490  
General commodity:   
General description: Science Supplies  
General Notes:   
Status: 4 Allocated  
Entered: 05/22/2018 By: b15105  
PO expiration: 06/30/2018  
Receive by:   
☐ Quantity ☒ Amount  
☒ Three way match required  
☐ Inspection required By:   
**Vendor**  
Vendor: 4349 ☒ Committed  
Name: PELLETS INC  
PO mailing: 0  
Delivery method: ☒ Print ☐ Fax ☐ E-Mail ☐ E-Procurement  
Address: P O BOX 5484  
BELLINGHAM WA 98227  
Vendor/Sourcing Notes Vendor Quotes (0)  
**Shipping and Billing**  
Ship to: 947  
Address: BISD BUSINESS OFFICE  
3124 CARSON STREET  
HALTOM CITY TX 76117  
Email: erika.ayala@birdvilleschools.net  
Reference: ERIKA AYALA 817-547-5627  
**Miscellaneous**  
Allocation:   
Type: N - NORMAL  
PO:   
**Line Items**

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
1	science	(4349) PELLETS INC	1.00	100.00000		0.00	0.00	0.00	100.00	Not Needed	

< >

Accounts Total amount 100.00

**Workflow**

My Approvals Approve Reject Forward Hold Approvers Conversion Convert



# **P-Card Allocation Instructions**

## **(No Purchase Order in Place)**

*Financials<Accounts Payable<Invoice Processing<Purchase  
Cards<Purchase Card Statements*

# P-Card Allocation Instructions

## (No Purchase Order in Place)

*Financials < Accounts Payable < Invoice Processing < Purchase Cards < Purchase Card Statements*

### 1. Search

4. Accept

1. Search

Purchase Card Statements - Munis [BIRDVILLE ISD]

Statement ID

Statement ID

Card

Card number

Name on card

Dept 99pc ... 2. Enter department/campus #

Statement Details

Code

Status New 3. Select "New"

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
-------------	-------------	--------	-------------	-------------------	--------	----------

Once the requisition has been approved and converted to a Purchase Order you will receive a copy of the Purchase Order via Email. At that time you can issue the card to the requestor and/or make payment once the goods/services are received.

## 2. Select transaction and allocate

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notes Audit Maplink Alerts Transactions Transaction Search GL Allocations Release Mass Release More... Return

Confirm Search Actions Output Office Tools Menu

**Statement ID**

Statement ID 6652

**Card**

Card number [REDACTED]  
Name on card PURCHASING DEPARTMENT  
Dept 99PC Purchasing

**Statement Details**

Code 061918 Notes  
Status New  
GL year/period 2018 12  
GL effective date 06/21/2018  
Invoice date 06/21/2018  
Total 192.00

**Transactions**

	Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
0	06/15/2018	06/21/2018	BARNES & NOBLE #2344			192.00	No


1. Select transaction


**Workflow**

My Approvals Approve Reject Forward Hold Approvers

1 of 3

### 3. Update

  
 Accept

  
 Update

Search

Query Builder

Add

Delete

Global\*

Duplicate

Print

Text file

PDF

Preview

Excel

Word

Email

Schedule

Office

Attach

Notes

Audit

Maplink\*

Alerts\*

Tools

Allocate By Code

FA Detail

Liquidate PO

Menu

Return

Card and Statement

Card number [REDACTED]

Current card holder PURCHASING DEPARTMENT

Name on card PURCHASING DEPARTMENT

Statement ID 6652

Statement code 061918

Transaction

Munis Transaction ID 19017 Notes

Card holder for transaction PURCHASING DEPARTMENT ...

Vendor 9909 ... BARNES & NOBLE #2344

Charge description 2. Enter vendor sourcing & short description or PO#

Commodity code ... MCO code ...

Charge date 06/15/2018

Post date 06/18/2018 Transaction amount 192.00

Import date 06/21/2018

Allocation code ...

Contract ... Contract

PO year/number/line ... PO Liquidation

Document number ... Invoice

Invoice number ...

Last Change

No changes made since transaction imported

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	192.00	N	U

#### 4. Attachments

Confirm
Search
Actions
Output
Office
Tools
Menu

**Card and Statement**

Card number XXXXXXXXXX

Current card holder PURCHASING DEPARTMENT

Name on card PURCHASING DEPARTMENT

Statement ID 6652

Statement code 061918

**Transaction**

Munis Transaction ID 19017 Notes

Card holder for transaction PURCHASING DEPARTMENT

Vendor 9909 BARNES & NOBLE #2344

Charge description #054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS

Commodity code  MCC code

Charge date 06/15/2018

Post date 06/18/2018 Transaction amount 192.00

Import date 06/21/2018

Allocation code

Contract  Contract

PO year/number/line  PO Liquidation

Document number  Invoice

Invoice number

**Last Change**

The GL Object Code was changed from 6316 to 6399 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
E	199-41-6399-OF-747-99-410-	SUPPLIES	100.000	192.00	N	U

1. Attach receipt, packing slip, and any other documents

## 5. Attach documents under Purchase Card Transaction

Accept

Cancel

Search

Browse

Query Builder

Add

Update

Delete

Global

Duplicate

Print

Text file

PDF

Preview

Excel

Word

Email

Schedule

Office

Attach

Notes

Notify

Maplink

Alerts

Return

Confirm

Search

Actions

Output

Tools

Card and Statement

Card number4715290009869459

Current card holderPURCHASING DEPARTMENT

Name on cardPURCHASING DEPARTMENT

Statement ID6652

Statement code061918

Transaction

Munis Transaction ID19017

Card holder for transactionPURCHASING DEPARTMENT

Vendor9909

Charge description#054-16 CATALOG DISCOUNT

Commodity code

Charge date06/15/2018

Post date06/18/2018

Import date06/21/2018

Allocation code

Contract

PO year/number/line

Document number

Invoice number

Last Change

The GL Object Code was changed from 6316 to 6399 by

Allocations

T▲ Account

E199-41-6399-OF-747-99-410-

Document Mappings

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	
Purchase Card Transaction	Purchase Card Transaction		1	

1. Select Purchase Card Transaction

Associated Documents

Document Title	TCM Document Type	Read Only	Count
Purchase Card Statement	Purchase Card Statement	✓	0
Purchase Card Transaction	Purchase Card Transaction		1

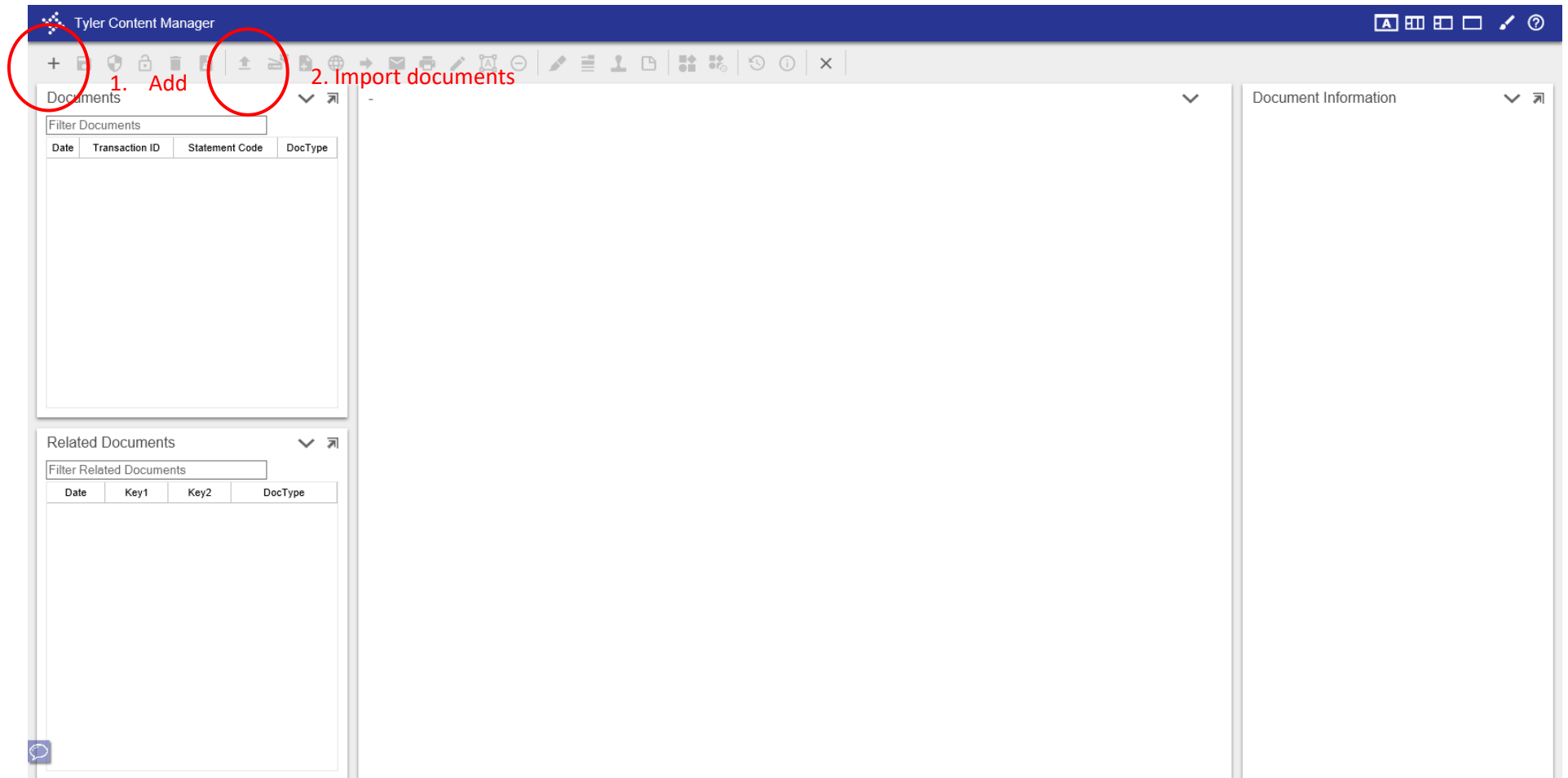
View Documents

TCM Version: 2018.2.1.3

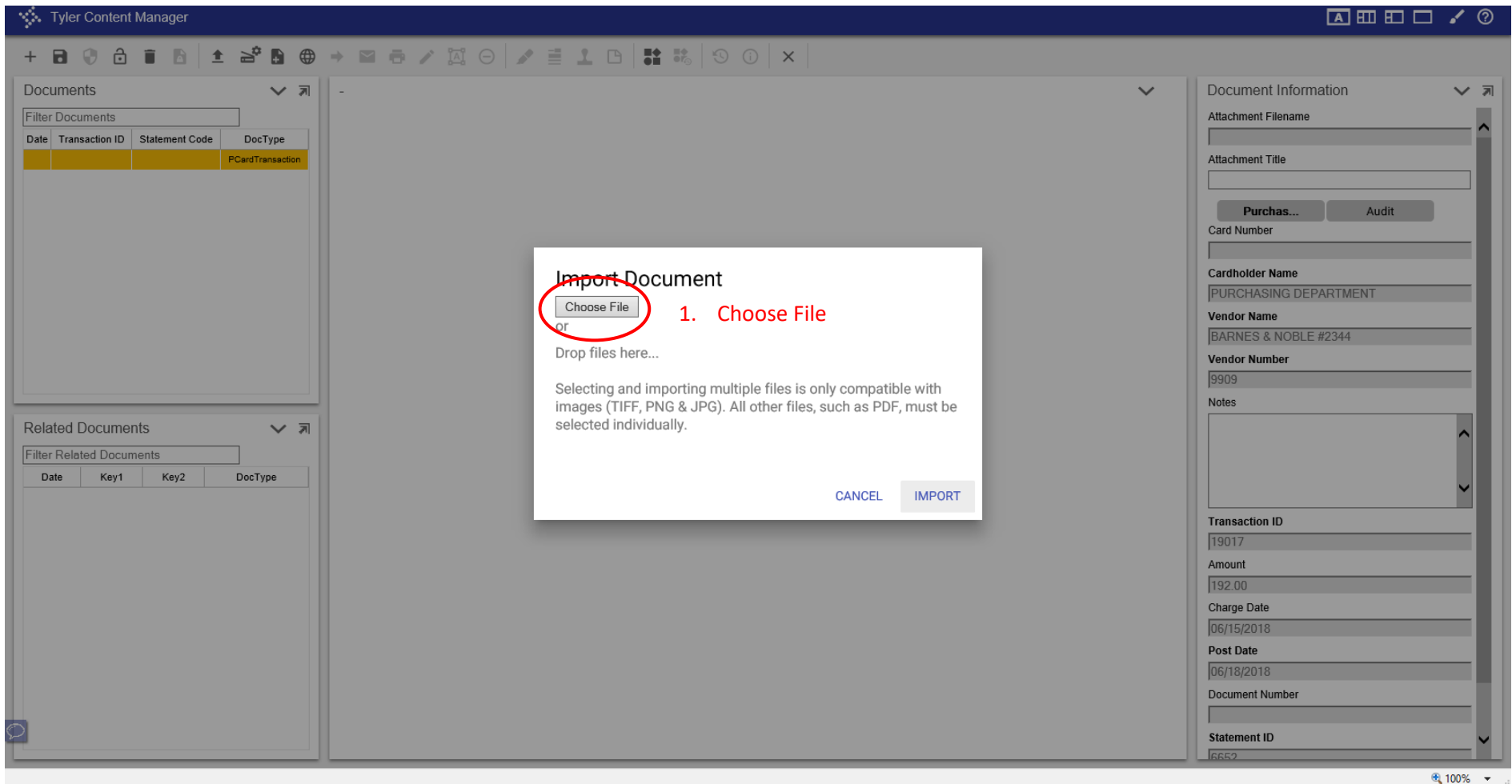
Show Counts

1 of 1

## 6. Upload attachments



## 7. Choose File



**Note: Attach all documents such as receipt, packing slip, travel forms, etc.**



## 8. Import Documents

The screenshot displays the Tyler Content Manager interface. A central dialog box titled "Import Document" is open, showing options to "Choose File" or "Drop files here...". Below these options, it states "Creating single document" and lists a file: "BARNES AND NOBLE.pdf (319.99 kB)". At the bottom of the dialog, there are "CANCEL" and "IMPORT" buttons. The "IMPORT" button is circled in red, with a red arrow pointing to it from the text "1. Import". The background interface includes a "Documents" panel on the left with a table of document types, a "Related Documents" panel below it, and a "Document Information" panel on the right with various input fields for document metadata.

**Documents**

Date	Transaction ID	Statement Code	DocType
			PCardTransaction

**Related Documents**

Date	Key1	Key2	DocType
------	------	------	---------

**Document Information**

Attachment Filename  
Attachment Title  
Purchas... Audit  
Card Number  
Cardholder Name  
PURCHASING DEPARTMENT  
Vendor Name  
BARNES & NOBLE #2344  
Vendor Number  
9909  
Notes  
Transaction ID  
19017  
Amount  
192.00  
Charge Date  
06/15/2018  
Post Date  
06/18/2018  
Document Number  
Statement ID  
6652

**Import Document**

Choose File  
or  
Drop files here...  
Creating single document  
BARNES AND NOBLE.pdf (319.99 kB) X  
CANCEL IMPORT 1. Import

## 9. Save and close viewer

The screenshot displays the Tyler Content Manager application. The top toolbar contains icons for various actions. Two specific icons are circled in red: a floppy disk icon labeled "1. Save" and a close button (X) labeled "2. Close Viewer".

The main document viewer displays a PDF document titled "BARNES AND NOBLE.pdf". The document content includes a promotional message, a business address for Barnes & Noble Booksellers, and a list of items with prices.

On the left side, there are two panels: "Documents" and "Related Documents". The "Documents" panel shows a table with columns: Date, Transaction ID, Statement Code, and DocType. The "Related Documents" panel shows a table with columns: Date, Key1, Key2, and DocType.

On the right side, there is a "Document Information" panel with various fields for document metadata.

**Documents Panel:**

Date	Transaction ID	Statement Code	DocType
			PCardTransaction

**Related Documents Panel:**

Date	Key1	Key2	DocType
------	------	------	---------

**Document Information Panel:**

Attachment Filename:

Attachment Title:

Purchas... Audit

Card Number:

Cardholder Name:

PURCHASING DEPARTMENT

Vendor Name:

BARNES & NOBLE #2344

Vendor Number:

9909

Notes:

Transaction ID:

19017

Amount:

192.00

Charge Date:

06/15/2018

Post Date:

06/18/2018

Document Number:

Statement ID:

6662

## 10. Return

HOME

Accept
 Cancel
 Search

Browse  
 Query Builder

Add
 Update
 Delete
 Global
 Duplicate

Print
 Text file
 PDF
 Preview

Excel
 Word
 Email
 Schedule

Attach
 Notes
 Notify
 Audit
 Maplink
 Alerts

Allocate By Code  
 FA Detail  
 Liquidate PO

Return

Confirm

Search

Actions

Output

Office

Tools

Menu

1. Return

Card and Statement

Card number

4715290009869459

Current card holder

PURCHASING DEPARTMENT

Name on card

PURCHASING DEPARTMENT

Statement ID

6652

Statement code

061918

Transaction

Munis Transaction ID

19017

Notes

Card holder for transaction

PURCHASING DEPARTMENT

Vendor

9909

BARNES & NOBLE #2344

Charge description

#054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS

Commodity code

MCC code

Charge date

06/15/2018

Post date

06/18/2018

Transaction amount

192.00

Import date

06/21/2018

Allocation code

Contract

Contract

PO year/number/line

PO Liquidation

Document number

Invoice

Invoice number

Last Change

The GL Object Code was changed from 6316 to 6399 by Ayala, Erika.

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
E	199-41-6399-OF-747-99-410-	SUPPLIES	100.000	192.00	N	U

## 11. Release for Approvals

Purchase Card Statements - MUNIS [BIRKVILLE ISU]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Office Attach Notes Audit Maplink Alerts Notify

Transactions **Release** Transaction Search Mass Release GL Allocations More... Return

2. Release

Statement ID

Statement ID 6652

Card

Card number 4715290009869459

Name on card PURCHASING DEPARTMENT

Dept 99PC Purchasing

Statement Details

Code 061918 Notes

Status New

GL year/period 2018 12

GL effective date 06/21/2018

Invoice date 06/21/2018

Total 192.00

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/15/2018	06/21/2018	BARNES & NOBLE #2344	#054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS		192.00	Yes

Workflow

My Approvals Approve Reject Forward Hold Approvers

K < 1 of 3 > >



Follow these instructions for each transaction. Once they are all allocated you will release for approvals.

# P-Card Purchase Order Liquidation Instructions

*Financials<Accounts Payable<Invoice Processing<Purchase  
Cards<Purchase Card Statements*

# P-Card Purchase Order Liquidation Instructions

*Financials<Accounts Payable<Invoice Processing<Purchase Cards<Purchase Card Statements*

## 1. Search

4. Accept

Purchase Card Statements - Munis [BIRDVILLE ISD]

1. Search

Statement ID

Statement ID

Card

Card number

Name on card

Dept 99pc ... 2. Enter department/campus #

Statement Details

Code

Status New 3. Select "New"

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
-------------	-------------	--------	-------------	-------------------	--------	----------

## 2. Select transaction

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notes Audit Maplink Alerts Transactions Transaction Search GL Allocations Release Mass Release More... Return

Statement ID

Statement ID 6710

Card

Card number 4715290009869459

Name on card PURCHASING DEPARTMENT

Dept 99PC Purchasing

Statement Details

Code 070318 Notes

Status New

GL year/period 2018 12

GL effective date 06/30/2018

Invoice date 06/30/2018

Total 137.74

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/27/2018	07/15/2018	THE HOME DEPOT 540			137.74	No

1. Select transaction

Workflow

My Approvals Approve Reject Forward Hold Approvers

3 of 3

### 3. Update

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts Allocate By Code FA Detail Liquidate PO Return

Confirm Search Actions Output Office Tools Menu

#### Card and Statement

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6710  
 Statement code 070318



Vendor # must match vendor # on PO

#### Transaction

Munis Transaction ID 19209 Notes  
 Card holder for transaction PURCHASING DEPARTMENT  
 Vendor 19 THE HOME DEPOT 540  
 Charge description 2. Enter PO#  
 Commodity code MCC code  
 Charge date 06/27/2018  
 Post date 06/29/2018 Transaction amount 137.74  
 Import date 07/15/2018  
 Allocation code  
 Contract Contract  
 PO year/number/line PO Liquidation  
 Document number Invoice  
 Invoice number

#### Last Change

No changes made since transaction imported

#### Allocations

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	137.74	N	U



## 4. Liquidate PO

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Audit Maplink Alerts Allocate By Code FA Detail Liquidate PO Return

Confirm Search Actions Output Office Tools Menu

**Card and Statement**

Card number 4715290009869459

Current card holder PURCHASING DEPARTMENT

Name on card PURCHASING DEPARTMENT

Statement ID 6710

Statement code 070318

**Transaction**

Munis Transaction ID 19209 [Notes](#)

Card holder for transaction PURCHASING DEPARTMENT

Vendor 19 THE HOME DEPOT 540

Charge description PO 7180551

Commodity code MCC code

Charge date 06/27/2018

Post date 06/29/2018 Transaction amount 137.74

Import date 07/15/2018

Allocation code

Contract [Contract](#)

PO year/number/line [PO Liquidation](#)

Document number [Invoice](#)

Invoice number

**Last Change**

The Charge Description was changed to PO 7180551 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	137.74	N	U

1. Liquidate PO

## 5. Select PO to liquidate

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions > PO Lines Available to Liquidate

**2. Accept**

**1. Select PO to liquidate**

PO Fiscal Yr	Number	PO Line	Dept	Item Description	Ordered Amount	Ordered Qty	UOM	Open Amount	Open Qty
2018	71805551	1	510	BLANKET PURCHASE ORDER FOR	5000.0	1.0		4875.24	0.0

Search / Filter: [Search Icon] [Filter Icon] [Reset Icon] [Go] [Previous] [Next]

Record: 1 of 1

## 6. Update Allocations

[illegible]

## 7. Liquidate

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Browse Add Update Delete Global\* Duplicate Print Text file PDF Excel Word Email Attach Notes Notify Audit Manifest Return To Browse Return

Confirm Search Actions Output Preview Office Tools Menu

**PO Line**

PO Fiscal Year: 2018

PO Number: 71805551

PO Line: 1

Dept: 510

Description: BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT

Commodity:

**PO Line Amounts**

Quantity ordered	1.00
Quantity received	1.00
UOM	
Unit price	5000.00
Line item total	5000.00
Liquidated amount	124.76
Cancelled amount	0.00
Open amount	4875.24

1. Liquidate

**Allocations**

Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	5000.00	4875.24	U

P-card transaction allocations have been updated, and will show when the current window is closed.

8. Accept

HOME

Accept

Confirm

Query Builder

Global

Duplicate

Actions

Print

Text file

PDF

Preview

Output

Excel

Word

Email

Schedule

Office

Attach

Notes

Notify

Audit

Maplink

Alerts

Tools

Return

1. Accept

PO Line

PO Fiscal Year2018

PO Number71805551

PO Line1

Dept510

DescriptionBLANKET PURCHASE ORDER  
FOR  
MAINTENANCE SUPPLIES &  
EQUIPMENT

Commodity

PO Line Amounts

Quantity ordered1.00

Quantity received1.00

UOM

Unit price5000.00

Line item total5000.00

Liquidated amount124.76

Cancelled amount0.00

Open amount4875.24

P-card liquidation quantity0.03

Allocations

Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	5000.00	4875.24	U

P-card transaction allocations have been updated, and will show when the current window is closed.

## 9. Fully Liquidate PO Option

Purchase Card Statements - Munis [BIRUVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Browse Add Update Delete Global\* Duplicate Print PDF Excel Word Email Schedule Attach Notes Notify Maplink\* Alerts\* Return

Confirm Search Actions Output Office Tools

**PO Line**

PO Fiscal Year: 2018  
 PO Number: 71805551  
 PO Line: 1  
 Dept: 510  
 Description: BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT  
 Commodity:

**PO Line Amounts**

Quantity ordered	1.00
Quantity received	1.00
UOM	
Unit price	5000.00
Line item total	5000.00
Liquidated amount	124.76
Cancelled amount	0.00
Open amount	4875.24
P-card liquidation quantity	0.03

**Allocations**

Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-				

**Fully Liquidate PO Option**

There is a remaining open amount of 4737.50 on this PO line.  
 There are no additional lines on the PO with open amounts, and no invoices for this PO exist in proof.  
 Do you wish to fully liquidate the PO?

Yes No

P-card transaction allocations have been updated, and will show when the current window is closed.



**Select NO if you have more than one transaction for this PO.**

**Select YES if this is the ONLY transaction for this PO.**

**If no, you will select YES on the last transaction for this PO.**

## 10. Close PO Option

Purchase Card Statements - MUNIS [BIRKVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Text file Excel Word Email Schedule Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

**PO Line**

PO Fiscal Year: 2018

PO Number: 71805551

PO Line: 1

Dept: 510

Description: BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT

Commodity:

**PO Line Amounts**

Quantity ordered	1.00
Quantity received	1.00
UOM	
Unit price	5000.00
Line item total	5000.00
Liquidated amount	124.76
Cancelled amount	0.00
Open amount	4875.24
P-card liquidation quantity	0.03

**Allocations**

Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-				

**Close PO Option**

There are now no lines on the PO with open amounts, and no invoices for this PO exist in proof. Do you wish to close the PO?

Yes No

**Select YES on last transaction for PO**

P-card transaction allocations have been updated, and will show when the current window is closed.

## 11. Return

[HOME](#)

Accept
 Cancel

Search
 Browse
 Query Builder

Add
 Update
 Delete
 Global
 Duplicate

Print
 Text file
 PDF
 Preview

Excel
 Word
 Email
 Schedule

Attach
 Notes
 Notify
 Audit
 Maplink
 Alerts

Allocate By Code
 Unliquidate PO
 Return

FA Detail
 View Liquidated PO

Confirm

Search

Actions

Output

Office

Tools

Menu

Card and Statement

Card number: 4715290009869459  
 Current card holder: PURCHASING DEPARTMENT  
 Name on card: PURCHASING DEPARTMENT  
 Statement ID: 6710  
 Statement code: 070318

Transaction

Munis Transaction ID: 19209 Notes  
 Card holder for transaction: PURCHASING DEPARTMENT  
 Vendor: 19 THE HOME DEPOT 540  
 Charge description: PO 71805551  
 Commodity code: MCC code:  
 Charge date: 06/27/2018  
 Post date: 06/29/2018 Transaction amount: 137.74  
 Import date: 07/15/2018  
 Allocation code:  
 Contract: Contract  
 PO year/number/line: 2018/71805551/1 PO Liquidation  
 Document number: Invoice  
 Invoice number:

Last Change

The Liquidated PO Line was changed to 2018/71805551/1 by Ayala, Erika.

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	100.000	137.74	N	U

1. Return



## 12. Attach Documents and release

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office Attach Notes Audit Notify Maplink Alerts Transactions Transaction Search GL Allocations More... Release

Confirm Search Actions Output Office Tools Menu

Statement ID

Statement ID 6710

Card

Card number 4715290009869459

Name on card PURCHASING DEPARTMENT

Dept 99PC Purchasing

Statement Details

Code 070318 Notes

Status New

GL year/period 2018 12

GL effective date 06/30/2018

Invoice date 06/30/2018

Total 137.74

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/27/2018	07/15/2018	THE HOME DEPOT 540	PO 71805551		137.74	Yes

Follow these instructions for each transaction. Once they are all allocated you will release for approvals.

Workflow

My Approvals Approve Reject Forward Hold Approvers

3 of 3

# Frequently Asked Questions

## ➤ How do I know if I need to liquidate a PO or allocate using budget code?

If you have a PO in place for a transaction in your p-card statement you will liquidate that purchase order. See [P-Card PO Liquidation Instructions.pdf](#) (Page 39). **You can liquidate the PO multiple times if you have multiple transactions for the PO.**

If you do not have a PO (Under \$250.00) you will simply add your budget code to the transaction. See [P-Card Allocation Instructions.pdf](#) (Page 28).

## ➤ What happens if you do not liquidate a PO and just simply update the budget code?

When you update the budget code and do not liquidate the PO you are now charging that budget code twice. It is very important to liquidate the purchase orders for those transactions over \$250.00.

## ➤ What if the vendor number on the transaction does not match the number on the PO?

If the vendor number on the P-Card transaction does not match your PO please contact Erika Ayala.

If you are trying to liquidate your PO and the vendor number matches but the PO is simply not showing please contact Erika Ayala.

## ➤ How often are transactions imported into Munis?

Transactions are imported into Munis every Wednesday and transactions MUST be allocated and released by the following Tuesday as stated on the Procurement Card Manual.

## ➤ Why do I need to change the Dep/Loc to PCARD starting July 2018?

By changing the Dep/Loc to PCARD Munis will create a requisition number starting with a different number than your regular purchase orders. This will not only help you differentiate your P-Card purchases from your regular purchase orders, but it will also help avoid purchasing from sending the PO to the vendor and the double payment of an invoice.

## ➤ Can my Assistant Principal sign off on the P-Card Purchase Request Form?

Yes, each Principal may elect to designate an Assistant Principal as a second approved for this form if they complete the P-Card training provided by Purchasing.

## ➤ Can the P-Card be used for per diem food expenses?

No, the P-Card can only be used for travel expenses such as hotel, parking and rental

