PURCHASE CARDS: A FLIGHT PLAN FOR EFFICIENT SERVICE

DESHONNA I. JACKSON

DIRECTOR OF BUSINESS SERVICES

ASCENSION PUBLIC SCHOOLS

EFFECTIVE INTERNAL CONTROLS FOR PURCHASE CARDS (P-CARD) PROGRAMS

- Policies and procedures

- Segregation of duties

- Authorization and Limits

- Monitoring and Reconciliations

- Security and Accountability

POLICIES AND PROCEDURES

- Develop and document clear policies

- Require signed cardholder agreements

- Provide mandatory training

- Define eligible and prohibited purchases

Policy for Use of Purchase Cards by Departments

September 2020

Overview

The Ascension Parish School Board authorizes each Director to utilize a purchase card for the payment of authorized expenditures within established budgeted amounts.

The use of School Board purchase cards improves the efficiency of transactions, provides a vehicle for School Board travel and online and last-minute purchases from approved local vendors, and reduces the administrative burden on staff.

Scope and Application

This policy states the principles governing the use of School Board purchase cards and the procedures for the issue and acquittal of cards. No School Board purchase cards may be issued or used except in accordance with this policy.

Policy Principles

1. Purchase cards may only be issued to those staff members approved by the Superintendent. The issue of School Board purchase cards is also subject to approval by and regulations of the issuing bank.

2. School Board purchase cards may only be issued to a staff member who has signed acknowledging receipt and understanding of policies and procedures for authorized use of a School Board purchase card.

3. Cardholders are responsible for the safe custody of cards and the security of card information and are trusted to spend School Board funds prudently in accordance with state law and School Board policies and within budgets.

4. Cardholders are required to retain supporting documentation (a receipt) for all expenses incurred on their purchase card and are required to complete a monthly Purchase Card Register. The Register will include the date of the charge, vendor, amount, business purpose, and general ledger coding.

5. Purchase cards are required to be paid in full by the due date each month; therefore, completed Purchase Card Registers must be transmitted to the accounts payable department for payment timely each month.

6. Purchase cards may be used only for transactions associated with the academic or administrative activities of the department. Cash advances are strictly unauthorized. Misuse of a School Board purchase card in breach of this policy may result in consequences detailed in 11 and 12 below. Misuse includes but is not limited to

a. using the card for a private transaction such as a personal purchase;

b. assigning or transferring the card to another person;

c. using the card after the cardholder's employment relationship has been suspended or terminated;

d. using a School Board purchase card without the named cardholder's specific written authority;

e. failure to pay the purchase card in full on time every month;

f. using the card for a transaction for which there are insufficient funds;

g. using the card for expenditures not previously approved where prior approval was required; or

h. using the card for a cash advance.

7. Cardholders must return their School Board purchase card permanently when

a. they leave their employment or engagement with the Ascension Parish School Board, or

b. they are no longer approved by the Superintendent to have a card.

8. Cardholders must return their School Board purchase card temporarily for safekeeping when

a. their relationship with the Ascension Parish School Board is temporarily suspended, or

b. they take periods of extended leave from their School Board activities.

9. Purchase cards may be withdrawn or cancelled by the Superintendent, Assistant Superintendent, or Business Services Director.

10. Any rewards offered by the issuer of a purchase card may not inure to any individual, but only to the School Board. Cash rebates must be applied only to reduce future payments.

11. The Internal Revenue Code requires detailed receipts to prove the business

purpose of the expenditure. In addition, state law prohibits the misappropriation of public funds for private use. Therefore, those staff members missing any receipts may be subject to either of the following actions:

a. reimbursement immediately to the School Board for the total of all purchases with no receipts, or

b. automatic deduction from the next paycheck of the total of all purchases with no receipts.

Full reimbursement will be made when receipts are submitted at a later time.

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12. In addition, those staff members missing any receipts or otherwise misusing the purchase card may also be subject to the following actions at the discretion of the Superintendent:
a. reimbursement of any late fees, interest, or penalties for late payment.
b. reduction of the total purchase card amount.
c. revocation of the purchase card.
d. written conference documentation placed in the staff member's personnel file.
e. suspension.
f. termination; and/or
g. the pursuit of criminal charges.
Approved By: Superintendent
By my signature below I acknowledge (1) receipt of a School Board purchase card; (2) that I understand and will abide by all policies and procedures for the authorized use of the purchase card; (3) that I accept responsibility to safeguard the purchase card assigned to me; and (4) that I understand the consequences if I misuse the purchase card.
Staff Member's Signature:----------
Department: --------
Printed Name:--------------
Date:

SEGREGATION OF DUTIES

- Separate key functions

- Independent review

AUTHORIZATION AND LIMITS

- Establish spending limits

- Implement merchant category (MCC) restrictions

- Restrict use of assigned individuals

MONITORING AND RECONCILIATIONS

- Timely reconciliations

- Independent verification

- Regular audits

- Review declined transactions

SECURITY AND ACCOUNTABILITY

- Safeguard cards

- Prompt deactivation

- Enforce consequences

PURCHASE CARD HOLDER CAPABILITIES THROUGH HANCOCK WHITNEY

REQUIRED-Sign a purchase card agreement

Self-registration process. Ability to view balances, activity or statements

Download statements

View recent authorizations and declines

Manage and complete expense reports
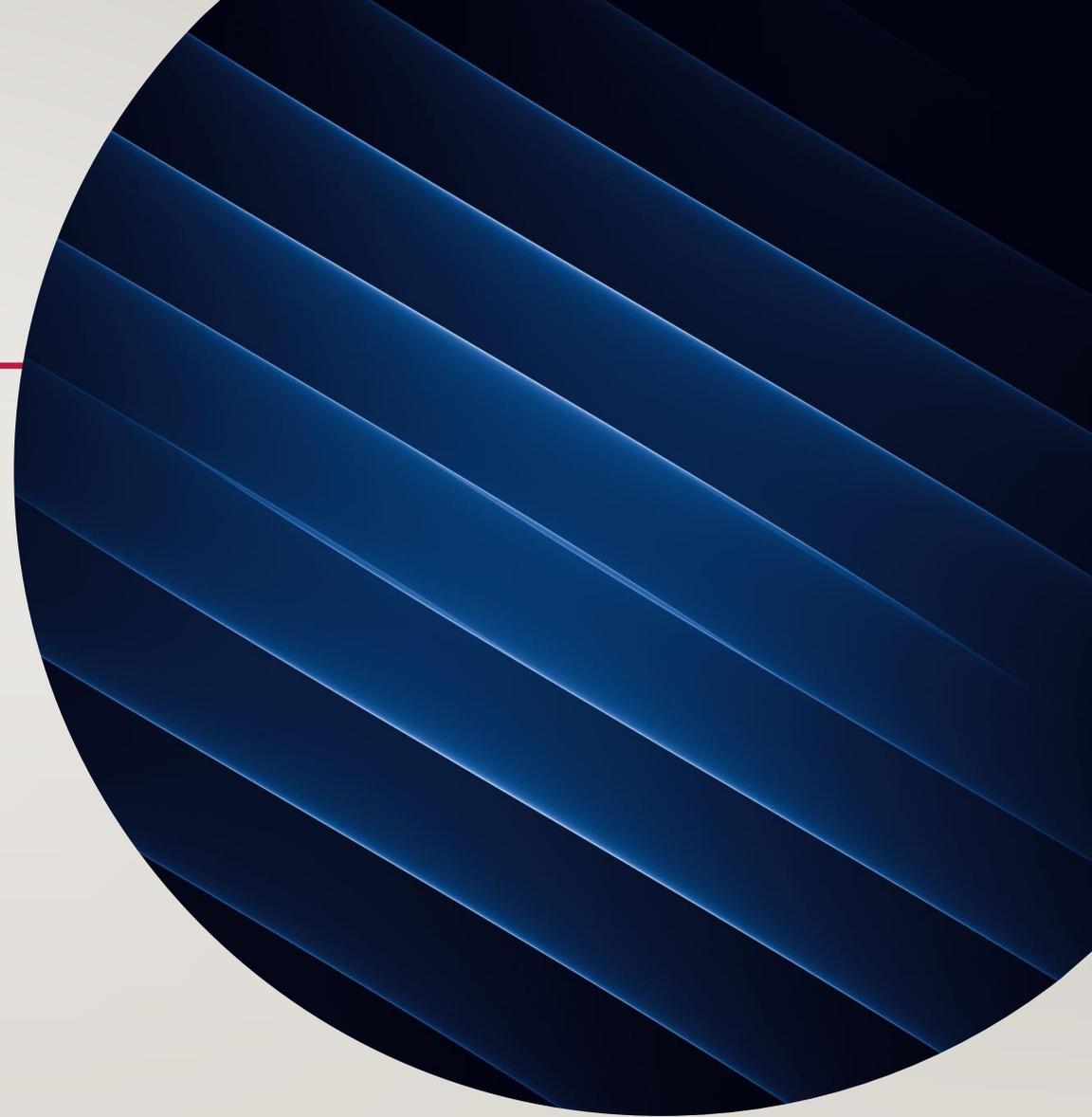
PURCHASE CARD HOLDERS

Superintendent

Chief Directors

Directors and Supervisors

Principals

Assistant Principals (High School only)

Purchase Card Manager

Over 50 cards issued

ADVANTAGES OF ELECTRONIC PURCHASING

Provides flexibility to schools and departments to obtain authorized materials and supplies	Allow a convenient and expedient method of purchasing small items and approved travel expenses	Increase productivity	Efficient payment method
Increased transaction speed	Avoid invoice delays and duplicate payments.	Fraud protection and rebates	Sales tax is not paid

PURCHASE CARD REPORTING

On time reporting

Ensure expense reports follow policy and procedures

Account numbers for transactions

Receipts and backup are uploaded

Reports must be approved before payment

Approval process is electronic

Monthly reconciliation

Creating an expense report

Select Expenses > Manage Expense Reports or Create Expense Report in My Tasks

MANAGE EXPENSE REPORTS

Select "Create Expense Report"

NAME THE REPORT AND SET THE DATE RANGE FOR THE TRANSACTIONS. CLICK "NEXT" AND ON THE TRANSACTIONS STEP SELECT "NEXT" AGAIN.

ADD ACCOUNTING CODES

Add Accounting Codes

Select the list icon, [icon], for each transaction to select the appropriate accounting codes.

Upload or Attach Receipts to Transactions.

Note: Any receipts that have been previously uploaded will be available to attach in the Available Receipts tab.

On the "Finalize Report" section receipts can be added to each transaction by selecting the attach receipt icon [icon] in the actions column. All unattached receipts will be visible to select from.

ADD RECEIPTS

If no receipts have been uploaded select "Upload Receipts" then select Browse and choose the receipts to upload

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Add Receipt

Date Posted: 10/17/2016

Date Occurred: 10/16/2016

Billing Amount: $30.02

Merchant Name: FACEBK K9M9LAJXY2

Available Receipts | **Upload Receipts**

- Supported file types: **.pdf, .Jpeg, .tIff, .gIf, and .png.**
- Each file must be **less than 5 megabytes.**

Browse

Note: The system will allow the user to upload multiple receipts at one time

Name this Batch?

Description: Bissett Fasteners.pdf

Upload Successful.

How was your experience?

Description: Facebk.png

Upload Successful.

Once the file(s) are uploaded, click on the Available Receipts tab to select the specific file for the transaction selected as the system will only allow one file per transaction. Users will see a portion of the receipt for all file types except .pdf.

ATTACH RECEIPTS

SUBMIT FOR APPROVAL

REBATES

Ascension Parish earns a rebate on the total net purchases.

APSB total net purchases are over $50,000 monthly

Rebates are paid one per month by the 20th day of the month following the close of each cycle

Only goods or services are included in the rebate calculation

Rebates are only paid to cards in good standing

To date APSB has earned close to $84,000 in rebates since July 2023

PURCHASE CARD MANAGER

Review and submit expense reports	Reset passwords and security questions	Add allocation codes	Add new account holders	Set code restrictions
Modify an existing user	Address change, location	Increase/Decrease credit limits	Make a payment on one or more card accounts	Run reports

Speak to Hancock Whitney representative on behalf of the card holder

Ensures the cardholders follow required District policies, Procedures, and Guidelines when making purchases using the card

Thank you!
Enjoy the conference

SASBO/VASBO 2026