

# Purchasing Card Program Cardholder Procedure Manual



January 2010

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## **INTRODUCTION**

The p-Card program is designed to streamline your department's purchasing needs while at the same time providing the necessary financial controls to safeguard District 59's assets. The purchasing card program will assist in reducing the number of requisitions, purchase orders, petty cash funds, check requests as well as, reducing the need to use personal funds for business purposes. The program will provide greater flexibility, permit you to get merchandise more quickly, reduce paperwork, and enhance overall purchasing efficiency.

The Purchasing Department and Accounts Payable are responsible for the implementation, maintenance, program compliance, auditing, payment processing, and bank relations to solve customer service issues. Each cardholder has the responsibility to review, reconcile, and submit their monthly account statement with the appropriate receipts and signatures for payment processing by the due date.

The purpose of this manual is to acquaint you with information about the p-Card program's policies and procedures. It describes many of your responsibilities as a cardholder and outlines the processes and procedures to facilitate secure, timely, and accurate purchasing transactions. It also includes helpful information and instructions for documentation, reconciliation, and review.

All procedures must be adhered to as outlined in this manual and the accounts payable section of the Business Services Procedure Manual. All purchasing policies, regulations and procedures apply. Failure to comply can result in the suspension from the p-Card program and also include disciplinary action that may result in termination of employment. The p-Card issued to the cardholder is the property of Community Consolidated School District 59 and can be cancelled at any time. Periodic audits will be conducted to ensure the cardholder is in compliance with set policies and procedures.

As the District's needs change and usage continues to grow it may be necessary to revise or supplement a portion of the manual from time to time as deemed appropriate. If questions arise in the meantime, please contact Purchasing Supervisor and p-Card Administrator, Jan Fisher by phone or email. Please see contact information listed below.

**p-Card Administrator – Jan Fisher**  
**847-593-4338 (office)**  
**847-878-4060 (cell)**  
**[fisher.janet@ccsd59.org](mailto:fisher.janet@ccsd59.org)**

**p-Card Administrator Assistant – Joan Nekoliczak**  
**847-593-4349**  
**[nekoliczak.joan@ccsd59.org](mailto:nekoliczak.joan@ccsd59.org)**

## CODE OF CONDUCT

The Code of Conduct for Community Consolidated School District 59's Purchasing Card Program is designed to provide the cardholder a general philosophy and set of guidelines to follow regarding the use of the card.

- **Purchases**  
p-Card purchases should be made so that the organization gains the maximum value and quality for each purchase.
- **Limitations on Vendors**  
Cardholders must not make p-Card purchases from friends or relatives where the cardholder has a financial interest.
- **Vendor Gifts**  
Decline all personal supplier gifts offered. Cardholders must not accept any gift from any source if offered, or appears to be offered, to influence decision-making regarding p-Card purchases.
- **p-Card Agreement**  
The issuance of a p-Card is strictly prohibited prior to receipt of a signed agreement from the employee.
- **Personal Use of p-Card**  
Only authorized business purchases may be completed with the p-Card. Any personal purchases are strictly prohibited.
- **p-Card Security**  
The p-Card is the property of Community Consolidated School District 59 and as such should be kept in a secure location at all times.
- **Authorization**  
Only the employee to whom the card is issued is authorized to use it. Delegating the use of the p-Card to another employee is strictly prohibited.
- **Vendor Selection**  
Where required in accordance with District policy, all vendors should be offered an equal opportunity to participate in the organization's purchasing programs and to offer competitive pricing.
- **Vendor Disagreements/Disputes**  
If a disagreement occurs with a vendor, the employee should make every effort to reach a reasonable and equitable settlement to the dispute. If it is not possible to settle the disagreement under reasonable circumstances, submit the details related to the dispute to the p-Card Administrator at 847-593-4338 or Purchasing Assistant at 847-593-4349.

- **Negotiations**  
Cardholders are required to conduct themselves in a good faith manner when negotiating with suppliers. Any intentional misrepresentation is strictly prohibited.
- **Organization Policies**  
Cardholders are to adhere to District policy as it relates to the p-Card Program.
- **Documentation**  
All purchases using the p-Card program must be properly documented for business purposes. Any altered or forged documentation is strictly prohibited.
- **Purchase Restrictions**  
The purchase of products, services or commodities on the restricted list in the Purchasing Card Procedure Manual as follows in Section 1 is strictly prohibited. Check with your Supervisor or the p-Card Administrator if you have any questions about whether a charge is valid under the p-Card program.
- **Purchase Limits**  
All dollar value purchase limits will be adhered to under the program and any splitting of transactions to avoid authorized limits is strictly prohibited.
- **Returning Purchasing Cards**  
The p-Card is the property of Community Consolidated School District 59. Upon separation of employment, the card must be surrendered to Business Services.
- **Business Practices**  
In all vendor relationships and purchasing, promote and cooperate with trade and professional associations and with state, federal, local, and private agencies on encouraging fair, ethical, and legal business practices.

## **1. PURCHASING GUIDELINES AND LIMITS**

### **Overview**

Community Consolidated School District 59 allows only certain purchases to be made using the p-Card. All purchases must be made in compliance with the purchasing policies and the guidelines set forth in this manual. Any violation will result in disciplinary action that may include termination of employment. Only the authorized cardholder may use the p-Card and no authority is permitted to the cardholder for the delegation of its use. Business Services establishes purchasing limits based on position and responsibilities and in accordance with Board policy and administrative regulations. Community Consolidated School District 59 will perform periodic audits to verify adherence to policies and procedures.

### **Allowable Purchases**

- General Supplies/Supplies not available in the District warehouse
- Membership Dues
- Registration for conferences and workshops
- Meeting expenses
- Travel (as permitted by District policy)
- Subscriptions (for business purposes only)
- Purchases from vendors who do not accept purchase orders

### **Prohibited Purchases**

- Inventory items available in the District warehouse
- Any purchases available through E-Commerce Skyward Ordering
- Cash advances, wire transfers, or money orders
- Personal items
- Technology including computers, printers, and peripherals
- Software
- Copiers
- Audio Visual Equipment (projectors, cameras, etc.)
- Repairs
- Telephone expenses
- Alcohol purchases
- Donations
- Parking violations
- Gaming transactions including bets, lottery tickets, and casino gaming chips
- Independent contractors or other personal or professional services
- Maintenance contracts
- Equipment
- Automatic Renewals

### **Cardholder Spending Limits**

Each cardholder has a designated credit limit for monthly purchases. In addition, purchases may be limited by total daily dollar volume, type of transaction, merchant category, and purpose of purchase. Any intentional circumvention of these limits is strictly prohibited. This includes

splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the cardholder's limits. A ***Statement of Authority (Attachment B)*** identifying individual limits will be provided at time of issuance.

### **Sales Tax**

Community Consolidated School District 59 is tax exempt. The cardholder should make the vendor aware of the District's tax-exempt status. Tax-Exempt Letters are available from the Purchasing Department. The letter can be mailed, faxed or hand delivered to the vendor.

### **How Can I Use the p-Card?**

The p-Card may be used for the following type of transactions, subject to Statement of Authority limitations.

- Telephone Orders
- Fax/Mail Orders
- Online Purchases
- Over the Counter

### **To Place a Telephone Order**

- Have your p-Card ready before placing the call.
- Always ask for the education or government sales representative.
- Inform the vendor of tax-exempt status.
- Confirm shipping costs.
- Be sure to specify the shipping address to the vendor.

### **To Place a Fax/Mail Order**

- Complete all information needed on the order form and keep a copy for your records. For subscriptions this may be the only receipt provided.
- Double-check the ship to address.
- If necessary, fax or mail a tax-exempt certificate.

### **To Purchase Online**

- Print out completed registration forms, confirmations, and invoices to be used as supporting documentation.
- ***Ensure that no sales tax is charged. If tax is charged it is the cardholder's responsibility to contact the vendor to have it removed and credited on the next statement.***

### **To Purchase Over the Counter**

- Ensure that no sales tax is charged.
- Obtain receipt at time of purchase.

### **Returns**

- Merchandise returns must be completed within 10 days of receipt or sooner if required by vendor.

## 2. RECORDKEEPING & RECONCILIATION

The cardholder is responsible for maintaining receipts for all purchases made with the p-Card. The documentation retained should include sales receipts, packing lists (if applicable) and credit card transaction receipts. A *p-Card Summary Form (Attachment D)* is available on the District website to assist the cardholder in tracking purchases that must be reconciled to their account statement each month. **Account statements are available electronically using the Bank of Montreal (BMO) designated website “*detailsOnline*”. ([www.bmodetailsonline.com](http://www.bmodetailsonline.com))**. User ID and Password will be provided by the p-Card Administrator at the time of issuance.

Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the cardholder and the vendor. Each statement will require itemization of the purpose of the expense and the account number to which the expense is to be charged. Upon completion of the reconciliation, the account statement with all documentation must be submitted to the cardholder’s supervisor for authorization and signature. After review, the Supervisor will sign, date, and forward all documentation to Accounts Payable for payment.

### Reconciling Prior to Submitting to Supervisor

- Compare statement to receipts.
- Confirm each transaction and verify amounts charged.
- Provide purpose for each purchase.
- Sign and date statement.
- Attach account statement to purchase receipt documentation.
- A *p-Card Summary Form* is available on the District website to assist with reconciliation.

### Missing Receipts

- If the cardholder is missing a receipt, the cardholder must submit a *Missing Receipt Form (Attachment E)* available on the District website documenting the pertinent transaction information. This documentation must be approved by the cardholder’s supervisor.

### Examples of Receipt Documentation

- Cash register original receipt
- Airline itinerary and sales receipt (if “e-ticket” attach the email documentation)
- Itemized hotel bills
- Itemized restaurant bills

### Sales Tax

- If sales tax is to be reimbursed there must be a note submitted documenting such.
- It is the p-Card users responsibility to watch for appropriate credit on future statements. If reimbursement does not occur on the next statement it is the cardholder’s responsibility to follow up with the vendor to ensure reimbursement is received.
- The p-Card holder will be held responsible for inappropriate charges, including sales tax.



### 3. BILLING AND PAYMENT SCHEDULE

The p-Card billing cycle ends on the 20<sup>th</sup> of each month. Although hard copies of the statement will be mailed, users are strongly encouraged to use their electronic statements available through the bank's (BMO) designated website "*detailsOnline*". ([www.bmodetailsonline.com](http://www.bmodetailsonline.com)) in order to submit reconciliation in a timely fashion. **ALL RECONCILED STATEMENTS MUST BE SUBMITTED TO ACCOUNTS PAYABLE BY THE 28<sup>th</sup> OF EACH MONTH.** Any problems that have not been resolved should be notated as pending.

Any account statements missing the proper approvals and documentation will be returned to the cardholder's supervisor to be resubmitted appropriately. If a cardholder is consistently delinquent in submitting their reconciled account statement to the Accounts Payable Department, the p-Card administrator, and the cardholder's supervisor may review their status as a participant in the program and suspend their privileges until an adequate resolution is achieved.

#### **Key Dates**

- The monthly billing cycle for the bank is from the 21<sup>st</sup> of one month to the 20<sup>th</sup> of the following month.
- Cardholder prints the monthly account statement on the 21<sup>st</sup> of each month.
- Cardholder submits the reconciled account statement with appropriate documentation and approval to Accounts Payable by the 28<sup>th</sup> of each month.
- Accounts Payable posts payments for each cardholder account in accordance with the regular disbursement dates.

#### 4. DISPUTED TRANSACTIONS

At times there may be disputed transactions appearing on the cardholder's account statement. The dispute may arise due to non-delivery of the goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges or defective merchandise. **In these situations it is important for the cardholder to immediately seek resolution with the vendor.**

##### Disputes

Any disputes that cannot be resolved by the cardholder directly with the vendor may contact the p-Card Administrator for assistance. In these cases the cardholder must complete a ***Statement Dispute Form (Attachment F)*** documenting the reason for the disputed item and other transaction details. The cardholder must submit the form to the p-Card Administrator who will deal directly with the bank and the vendor. The cardholder will assist in ensuring that appropriate credits for reported disputed items or billing errors appear on subsequent statements.

##### Returned Merchandise

If a vendor does not issue a credit for a returned item within 20 days of the return, the cardholder must also complete the ***Statement Dispute Form*** and submit it to the p-Card Administrator. This form will be used as notification to both the bank and the vendor.

##### Key Dates

- Returns must be completed within 10 days of receipt of merchandise or sooner if required by vendor.
- The cardholder has 10 days from the date the merchandise is returned to receive credit. If credit has not been received begin the dispute process with the vendor.
- Complete ***Statement Dispute Form*** and submit to p-Card Administrator no later than 20 days after merchandise is returned and efforts to rectify with vendor have been unsuccessful.
- The p-Card Administrator must notify bank of any disputed transactions within 30 days of the statement date.

##### Helpful Tips for Returns, Damaged Goods, Credit

- Returns must be made within 10 days or sooner if required by vendor.
- Items should be returned directly to the vendor by whichever means the vendor requires.
- Always retain boxes, containers, materials, packing slips, etc. until it is certain that the goods will not be returned.
- Read all enclosed instructions carefully. Phone numbers and special instructions are often included on packing slips or delivery receipts.
- Many vendors require a "Return Authorization Number" before they will accept a return. If this information is not provided with the return, the package may be refused and no credit will be given.
- If the vendor does not intend to pay for shipping charges the merchandise should be forwarded to the warehouse with shipping information including vendor, address, and copy of the packing slip. Items will be shipped and the appropriate account will be charged.
- It is the cardholder's responsibility to determine that proper credit is posted for any returned item on a subsequent statement.

## 5. ACCOUNT MAINTENANCE

The cardholder's personal information may require updating periodically. An *Account Maintenance Form (Attachment G)* which can be found on the District website must be completed by the cardholder and approved by his or her supervisor. The form should be forwarded to the p-Card Administrator for review, approval, and processing. Updating the account information takes approximately three (3) working days after submission by the p-Card Administrator to the bank.

### Personal Information Updates

- Cardholder name change
- Cardholder location change
- Credit limit
- Type of purchasing allowed by the cardholder
- Cancellation of the cardholder's account
- Suspension of the cardholder's account

## 6. TRAVEL

All appropriate travel documentation must be attached to the statement, approved by the supervisor, and submitted to the Accounts Payable Department for payment. The cardholder may elect to use the *p-Card Summary Form* for reconciliation purposes as well. The cardholder must adhere to the District's travel procedures. All travel must be for business purposes only and any personal use is strictly prohibited.

### **Travel Tips and Reminders**

- The p-Card must not be used for gasoline for your personal vehicle when it is used for business purposes. Business travel incurred when using your personal vehicle will be reimbursed by claiming mileage on your expense report. If you are traveling with a rental car, then gasoline may be purchased using the p-Card.
- The p-Card may be used to pay for qualified purchases on itemized hotel bills.
- The District does not provide ATM privileges with the p-Card program.

## **7. AUDITS**

### **Auditing p-Card Activity**

All cardholder accounts are subject to periodic audits to ensure compliance with the District's overall policies and the policies outlined in this manual. The p-Card administrator, Director of Fiscal Services, and/or Assistant Superintendent for Business Services will review daily, monthly, and annual transaction activity reports as deemed necessary to ensure adherence to the p-Card policies. If an audit reveals a policy violation, the cardholder and their supervisor will be contacted and disciplinary action assessed based on the type of violation.

### **Violations**

- Unauthorized purchases
- Purchase of prohibited products, service, or merchandise outlined in the organization's policies and in this manual
- Intentional splitting of transactions to circumvent the credit limit including single day and single transaction limits
- Consistently delinquent accounts submitted for processing and payment
- Personal use of p-Card
- Allowing an unauthorized persons to use the p-Card
- Fraudulent transactions with a vendor
- Violation of the District's Purchasing Policies

## 8. LOST OR STOLEN CARDS

If the card is lost or stolen, the cardholder must immediately **contact BMO by phone at 800-361-3361** or by fax at 888-224-5394. The Assistant Superintendent for Business Services, the p-Card Administrator or the Director of Fiscal Services should also be notified of possible loss, theft, or unauthorized use of the p-Card. Important contact information is provided on the following page.

The cardholder should also complete the *Account Maintenance Form* documenting the card was lost or stolen and the date that it was noticed missing. Upon notification, the card will be suspended immediately and any charges posted to the account after the “missing date” will be denied. A new card will be issued upon completion of an application indicating the card is a replacement. After the application is received by the p-Card Administrator it will take approximately two (2) days to reissue a replacement card.

### Card Security Tips

- The p-Card should be retained in a secure location at all times.
- Sign the back of your p-Card and also write “See ID” next to the signature to remind the vendor to look at your personal identification to authenticate the transaction.
- When presenting your card for purchases, provide your driver’s license to identify you as the authorized user of the card.
- A cancelled card should be returned as soon as possible to p-Card Administrator for disposal.
- Do not provide your card account number to unsolicited marketing calls.

### **Important Contact Information**

- **BMO/Harris Bank**
  - 1-800-361-3361 (Lost/Stolen - Emergency Replacement)
  - 1-888-224-5394 - fax
  
- **p-Card Administrator**
  - Jan Fisher, Purchasing and Food Services Supervisor
  - 847-593-4338 - office
  - 847-878-4060 - cell
  - [fisher.janet@ccsd59.org](mailto:fisher.janet@ccsd59.org)
  
- **p-Card Administrator Assistant**
  - Joan Nekoliczak
  - 847-593-4349 - office
  - [nekoliczak.joan@ccsd59.org](mailto:nekoliczak.joan@ccsd59.org)
  
- **Assistant Superintendent for Business Services**
  - Ruth Gloede
  - 847-593-4339 - office
  - 847-812-5635 - cell
  - [gloede.ruth@ccsd59.org](mailto:gloede.ruth@ccsd59.org)
  
- **Director of Fiscal Services**
  - Christy Prikkel
  - 847-593-4346 – office
  - [prikkel.christy@ccsd59.org](mailto:prikkel.christy@ccsd59.org)

## **9. CARD HOLDER SET-UP AND ACTIVATION**

### **New Participants**

Once an application has been approved by the p-Card Administrator and the bank has processed the request, an account for the cardholder is established. The new participant must attend a p-Card Training Session where the Purchasing Card Procedure Manual will be provided. In addition, the *p-Card Agreement Form (Attachment A)* that outlines the responsibility of the cardholder must be signed prior to the release of the p-Card to the cardholder from the p-Card Administrator.

### **Activation of Account**

- Call the toll free phone number of the label affixed to the card.
- When prompted, enter your card number.
- You will be prompted for personal information that will identify you as the cardholder in possession of the p-Card.
- If you encounter any problems activating your account, please call the p-Card administrator at 847-593-4338 or email [fisher.janet@ccsd59.org](mailto:fisher.janet@ccsd59.org).



## 10. GENERAL SUMMARY & IMPORTANT REMINDERS

### Cardholder's Responsibilities ---

- Sign the back of the p-Card.
- Ensure the p-Card is used for legitimate business purposes only.
- Maintain the p-Card in a secure location at all times.
- Do not allow other individuals to use the p-Card.
- Adhere to the purchase limits and restrictions of the p-Card and ensure the total transaction amount of any single purchase does not exceed personal limits.
- Obtain a receipt and/or packing slip for all transactions.
- Reconcile the statement to the receipts each month.
- Submit a reconciled and signed statement with attached receipts to Accounts Payable. The cardholder may elect to use the *p-Card Summary Form* for reconciliation purposes as well.
- Attempt to resolve billing disputes directly with vendors. If unable to resolve the dispute the cardholder should complete the *Statement Dispute Form* and call the p-Card Administrator at 847-593-4338. Any disputed transactions must be resolved within 30 days of the statement date. (See page 9 for more specific information.)
- Ensure that appropriate credits for reported disputed items or billing errors appear on subsequent statements.
- **Immediately** report a lost or stolen card to BMO by phone at 1-800-361-3361 or fax at 1-888-224-5394. A lost or stolen card reported by telephone is blocked immediately so it is important to call regardless of the date or time. The Assistant Superintendent for Business Services (847-593-4339), the p-Card Administrator (847-593-4338), or the Director of Fiscal Services (847-593-4346) should also be notified at first opportunity. A replacement card must be requested by contacting the p-Card Administrator.
- **Immediately** report unauthorized or fraudulent charges to BMO by phone at 1-800-361-3361 or by fax at 1-888-224-5394 and notify the Assistant Superintendent for Business Services (847-593-4339), the p-Card Administrator (847-593-4338), or the Director of Fiscal Services (847-593-4346).
- Return the p-Card to the p-Card Administrator in Business Services upon termination of employment from School District 59.

### **The p-Card Can Be Revoked If ---**

- The cardholder accepts a cash refund from a vendor for returned items.
- The card is used for personal or unauthorized purposes.
- An individual other than the cardholder uses the card.
- A purchase is split to circumvent the limitations of the card.
- Receipts are not provided for all transactions.
- The approved statement and accompanying receipts are not submitted by the monthly deadline. The cardholder may also elect to use the *p-Card Summary Form* for reconciliation.
- The cardholder demonstrates a disregard for p-Card procedures.

## **ATTACHMENTS/FORMS**

- Attachment A. p-Card Use Agreement (Form PC-01)**  
Agreement to abide by the terms and conditions of the Purchasing Card. The form must be completed and signed by the cardholder prior to issuance of the card.
- Attachment B. Statement of Authority (Form PC-02)**  
Statement identifying individual limits. The form is provided at the time of issuance and must be signed by the employee and their direct supervisor.
- Attachment C. Tax Exempt Letter**  
Form provided to vendor who requests documentation of tax-exempt status.
- Attachment D. p-Card Summary Form (Form PC-03)**  
Assists cardholder in tracking purchases that must be reconciled to the account statement each month. A copy of this form is available on the District website. The form may be submitted, with the account statement and receipts, to the supervisor. The supervisor will sign and forward to Accounts Payable.
- Attachment E. Missing Receipt Form (Form B-10)**  
Form that must be submitted if the cardholder is missing a receipt. The cardholder's supervisor must approve this documentation.
- Attachment F. Statement Dispute Form (Form PC-04)**  
To be completed by cardholder only after attempts have been made with the vendor to correct disputed items. A copy should be sent to the Purchasing Card Administrator.
- Attachment G. Account Maintenance Form (PC-05)**  
An Account Maintenance Form can be found on the District website and is used to request a change in cardholder information.

## Community Consolidated School District 59

### p-CARD USE AGREEMENT

Employee Name \_\_\_\_\_ Position Title \_\_\_\_\_

Date of Card Issuance \_\_\_\_\_ p-Card Number \_\_\_\_\_

As an employee of Community Consolidated School District 59 and as an Authorized p-Card User, I understand and agree to the following Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the **BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59, Cook County, Illinois** (hereinafter the "Board") and \_\_\_\_\_ (hereinafter the "Authorized User").

I have been entrusted with a procurement credit card ("p-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and agree to abide by the terms and conditions of the p-Card as set forth herein and as set forth in Board policies and Administrative Regulations. Attached herewith and incorporated by reference herein is a *Statement of Authority* of p-Card use that sets forth the authority and express limits of authority of Authorized User's use of the p-Card. The designation as an Authorized User is assigned based on current job responsibilities and may be revoked or revised if job responsibilities change, as identified by my direct supervisor.

1. This p-Card may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or authorized student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Authorized User shall not use the p-Card for the purchase of any goods or service that is not authorized by the terms of this Agreement or by the direct written approval of the Assistant Superintendent of Business or Purchasing Supervisor.
3. Use of this card will be limited as set forth by Board Policy, Administrative Regulations, Procedures, and direct supervisory oversight. Limits may include but not be limited to approved merchants, daily or monthly expenses limits, per transaction amounts, and type of transaction (such as Internet, telephone, or fax transactions).
4. The Assistant Superintendent for Business Services, or Purchasing Supervisor must approve the use of a p-Card for purchases being made via telephone, fax, and Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. This p-Card may not be used to make a purchase in a manner contrary to State law, including but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
6. The Authorized User hereby agrees to immediately return the p-Card upon request.
7. The Authorized User shall submit original detailed receipts and such other reasonable documentation of goods or services purchased as requested by Assistant Superintendent for Business Services or Purchasing Supervisor, or designee.
8. The Authorized User shall promptly review monthly p-Card transaction statements for accuracy and shall within ten (10) days of receipt of the statement notify Assistant Superintendent for Business Services or designee of any errors, omissions or discrepancies in the statement.
9. The Authorized User shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (800) 361-3361 or by fax notice to the Bank at (888) 224-5394. The Authorized User shall also immediately notify the Assistant Superintendent for Business Services or designee of possible loss, theft, or unauthorized use of the Card.

**Attachment A**

10. The Authorized User shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Authorized User.
11. Consequences for unauthorized purchases include, but are not limited to, reimbursing the Board for the purchase amount, loss of cardholding privileges, and discipline up to and including discharge.
12. **I acknowledge that I have received the p-Card Procedure Manual, and understand that it is my responsibility to read and comply with such any revisions and updates made to it.**

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement the day and year first above written.

**EMPLOYEE**

**COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 59**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature, Asst. Supt. for Business

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Distribution: Original-Purchasing; Copy-Supervisor; Copy-Employee

**Community Consolidated School District 59**  
**p-CARD STATEMENT OF AUTHORITY**

Employee Name \_\_\_\_\_ Position Title \_\_\_\_\_

Date \_\_\_\_\_ p-Card Number \_\_\_\_\_

Monthly Limit \$ \_\_\_\_\_ Daily Limit \$ \_\_\_\_\_ Transaction Limit \$ \_\_\_\_\_

Cash Advance NO

Use by Telephone \_\_\_\_\_ Yes, self-approval  
\_\_\_\_\_ Yes, only with prior written approval by supervisor  
\_\_\_\_\_ Not authorized

Use by Fax/Mail \_\_\_\_\_ Yes, self-approval  
\_\_\_\_\_ Yes, only with prior written approval by supervisor  
\_\_\_\_\_ Not authorized

Use by Internet \_\_\_\_\_ Yes, self-approval  
\_\_\_\_\_ Yes, only with prior written approval by supervisor  
\_\_\_\_\_ Not authorized

In person \_\_\_\_\_ Yes, self-approval  
\_\_\_\_\_ Yes, only with prior written approval by supervisor  
\_\_\_\_\_ Not authorized

Merchant Limits \_\_\_\_\_ As set forth by Board Policy and Administrative Regulations  
\_\_\_\_\_ Authorized and Approved Vendors Only as approved by direct supervisor  
\_\_\_\_\_ Authorized and Approved Vendors Only as approved by Purchasing Supervisor

I understand that itemized original receipts for all purchases are required and must be approved monthly by direct supervisor. The employee is responsible for retaining all packing slips and warranty information. I understand that the approved monthly statement, with original receipts, is due to Accounts Payable in accordance with Board meeting Accounts Payable cut-off schedule.

Signature, Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature, Direct Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature, Purchasing Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature, Asst. Supt. For Business \_\_\_\_\_ Date \_\_\_\_\_



# Illinois Department of Revenue

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, IL 62702  
217 782-8881

Attachment C

January 7, 2005

COMMUNITY CONSOLIDATED SCHOOL DISTRICT #59  
BUSINESS MANAGER  
2123 S ARLINGTON HEIGHTS RD  
ARLINGTON HEIGHTS IL 60005

Effective January 1, 2005, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9997-7451-05  
to  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT #59  
of  
ARLINGTON HEIGHTS, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services  
Illinois Department of Revenue



**Cardholder:**  
(Please Print)

**Building:** \_\_\_\_\_ **Statement Date:** \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Budget Manager Approval:** \_\_\_\_\_

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



**ACCOUNTS PAYABLE  
MISSING DOCUMENTATION FORM**

Auditing standards require original documentation to support all payments for products, services or reimbursements. In the event that an Authorized Purchaser or staff member loses a receipt or other original documentation, this form must be completed and signed by the Supervisor, thereby authorizing payment.

*Incomplete or inaccurate forms may result in the denial of expense or delay of reimbursements.*

**PRINT PURCHASER NAME (as it appears on paycheck)****SCHOOL OR DEPARTMENT****SUPERVISOR NAME****PLEASE DESCRIBE WHY DOCUMENTATION WAS NOT PROVIDED:****VENDOR NAME****DATE OF PURCHASE****AMOUNT****FORM OF PAYMENT (for reimbursements only)****DESCRIPTION OF GOODS OR SERVICES****PLEASE DESCRIBE THE PURPOSE FOR THE PURCHASE, INCLUDING DATES OF INTENDED USE:****EMPLOYEE REQUEST FOR PAYMENT:  
SIGNATURE OF EMPLOYEE****SUPERVISOR AUTHORIZATION:  
SIGNATURE OF SUPERVISOR**

*Attach other forms of proof of purchase/payment such as credit card statement, cancelled check, etc. . .*

**Community Consolidated School District 59**  
**p-CARD STATEMENT DISPUTE FORM**

This form is provided to assist you should you believe a transaction on your statement is in error. Regulations require that disputes be settled in 30 days so should be addressed as soon as possible. Any disputes that cannot be resolved by the cardholder directly with the vendor should be recorded on this form and submitted to the p-Card Administrator who will deal directly with the bank and the vendor.

Cardholder Name: \_\_\_\_\_

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

Vendor Name: \_\_\_\_\_

Transaction ID: \_\_\_\_\_

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

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

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

**Please circle one of the following choices applicable to your dispute. Include all necessary information/documentation including a copy of the statement.**

1. I do not recognize the above-mentioned charge. I have attempted to contact the vendor to obtain further information.
2. I have been billed more than once by the same vendor. I authorized one charge with this vendor only. My card was in my possession at the time of the disputed transaction.  

Valid Charge	\$ _____	Reference # _____	Transaction Date: _____
Invalid Charge	\$ _____	Reference # _____	Transaction Date: _____
3. I canceled: Service / Airline Ticket / Hotel Reservation on \_\_\_\_\_ (date). Cancellation# \_\_\_\_\_
4. I have not received the merchandise that was to be shipped to me on \_\_\_\_\_ (date). I have requested credit.
5. Merchandise that was shipped to me arrived damaged or not as described. I returned it on \_\_\_\_\_ (date) and asked the vendor to credit my account. I am providing a copy of my returned mail receipt.
6. Vendor was to issue credit for merchandise I returned to the store. I have enclosed a copy of my credit receipt.
7. Vendor was to issue tax credit refund. I have enclosed a copy of the on-line order.
8. I have been charged for a purchase that was paid for by other means. I am providing a copy of the documentation showing the other method of payment.
9. I have been billed for an incorrect amount. My receipt shows \$ \_\_\_\_\_, however, I was billed \$ \_\_\_\_\_  
I am providing a copy of my receipt showing the correct amount.
10. I did not authorize the above-mentioned charge. I have attempted to contact the vendor to resolve the dispute but have been unsuccessful.

**Please attach copy of statement and detailed information further describing the dispute.**

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Community Consolidated School District 59**  
**p-CARD ACCOUNT MAINTENANCE FORM**

Employee Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Date: \_\_\_\_\_ p-Card Number: \_\_\_\_\_

**Name Change Request:** Name currently on p-Card: \_\_\_\_\_

Request name change to: \_\_\_\_\_

**Location Change:** Current location: \_\_\_\_\_

Relocating to: \_\_\_\_\_

**Credit Limit Change:** Current limit: \$\_\_\_\_\_

Requested Limit: \$\_\_\_\_\_

Explanation for request: \_\_\_\_\_

\_\_\_\_\_

**Card Lost or Stolen:** Date noticed missing: \_\_\_\_\_

**Cancel Credit Card:** Explanation for cancellation: \_\_\_\_\_

\_\_\_\_\_

**Suspend Credit Card:** Explanation for suspension: \_\_\_\_\_

\_\_\_\_\_

Signature, Employee \_\_\_\_\_

Date \_\_\_\_\_

Signature, Direct Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Signature, Purchasing Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Signature, Asst Supt for Business \_\_\_\_\_

Date \_\_\_\_\_

## **BMO DETAILS ONLINE**

# BMO DETAILS ON-LINE

## LOG-ON INSTRUCTIONS

The screenshot shows a web browser window with the address bar displaying `https://www.bmodetailsonline.com/`. The browser's taskbar includes icons for MSN.com, CCSD59, officemax solutions, Office Depot, JUNEBOX, pcard, Most Visited, Getting Started, Latest Headlines, and Apple. The browser title is "details Online".

The website header features the BMO Financial Group logo and the text "details Online® Powered by BMO Spend & Payment Solutions". A "Website" label with an arrow points to the address bar.

The main content area displays "Welcome to details Online". Below this, a message states: "If you are not registered or are experiencing problems please contact your Administrator".

The login form consists of three fields: "User ID" (containing "D163329JNEKOLICZAK"), "Password" (containing "\*\*\*\*\*"), and "Language" (set to "English"). A "GO" button is positioned between the User ID and Password fields. A "User ID & Password" label with arrows points to both input fields. A "Click 'GO'" label with an arrow points to the GO button.

Below the login fields is a link for "Forgotten Password?".

The footer contains the text "UNAUTHORIZED ACCESS TO THIS SYSTEM IS PROHIBITED" and "Powered by BMO Spend & Payment Solutions". A "Done" button is located in the bottom right corner.

# BMO DETAILS ON-LINE

## RECENT TRANSACTIONS

**details Online**

Powered by BMO Spend & Payment Solutions

**BMO Financial Group**

HOME STATEMENTS TRANSACTION ADMIN

Welcome Joan Nekoliczak

Last Visit: 11/03/2009 12:50 EST

Last Data Load: 11/04/2009

Quick Link

Alert Information

Alerts

Download

File Format

Go

details Online

User Documentation

Online Training

Legal Information

1 - Click "SELECT REQUEST FEATURE"

2 - Select Feature

3 - Click "GO"

Account # XXXX XXXX XXXX

Summary

Credit Limit 1000.00

Current Balance, 11/03/2009 19.00

Credit Limit Available, 11/03/2009 981.00

Last Statement

Statement Date 10/20/2009

Previous Balance, 09/20/2009 453.61

Payments - thank you -453.61

Other Credits 0.00

Purchases 20.90

Cash Advances 0.00

Interest 0.00

Fees 0.00

Other Charges 0.00

New Account Balance, 10/20/2009 20.90

Min. Payment due by 11/10/2009 20.90

## RECENT TRANSACTIONS (2)

3 OF 7

# BMO DETAILS ON-LINE

## RECENT TRANSACTIONS (3)

**BMO** Financial Group

**details Online**

Powered by BMO Spend & Payment Solutions

TRANSACTION > SEARCH RESULTS > TRANSACTION DETAIL

(\* denotes required field)

### REFERENCE INFORMATION

Transaction ID 209779121  
Transaction Date 10/28/2009  
Reference #  
Invoice #  
Addendum No Addendum

### ACCOUNT INFORMATION

Account # XXXX XXXX XXXX  
Account Holder NEKOLICZAK, JOAN

### PAYMENT INFORMATION

Description	Amount	Tax Indicator
Discount		
Freight		
Duty		
Total Tax	0.17	ESTIMATED
Transaction Total	-1.90 USD	

### TRANSACTION INFORMATION

Customer Code  
Transaction Type Purchase  
Description  
Group ID  
Authorized Contact  
Contact Phone #

Authorization #  
Processing Date 10/29/2009  
Order Date  
Acquirers # 55432869301000538533981  
Split NO

### SUPPLIER INFORMATION

Supplier WALMART.COM  
City WALMART.COM

### TAX INFORMATION

Description	Amount	Rate	Excluded
Local Sales Tax	0.05	0.0275	<input type="checkbox"/>
State Sales Tax	0.11	0.0625	<input type="checkbox"/>
City Sales Tax	0.01	0.0075	<input type="checkbox"/>
Unknown			<input type="checkbox"/>
Unknown			<input type="checkbox"/>
Unknown			<input type="checkbox"/>

Shows charges or credits from current statement OR Shows tax credit for previous purchase

### FOREIGN EXCHANGE

Description	Currency	Value
Exchange Rate		1.0000
Original Amount	U.S. DOLLAR	1.90
Posting Amount	U.S. DOLLAR	1.90



## VIEW STATEMENT



# BMO DETAILS ON-LINE

## VIEW STATEMENT (2)

MSN.com CCSD59 officemac solutions Office Depot JUNEBOX pcared Most Visited Getting Started Latest Headlines Excluded Parties List Apple

details Online

details Online

Google

https://www.bmodetailsonline.com/

Financial Group

details Online

Powered by BMO Spend & Payment Solutions

HOME STATEMENTS TRANSACTION ADMIN

STATEMENTS > STATEMENT LIST

Search By

Go

View Statement

Go

Sort by Statement Date Descending Go

List of Statements (1-3 shown of 3)

Select	State ID	Statement Date	Status	Name 1	Acct #	Amount Due	Minimum Payment	Due Date
<input checked="" type="radio"/>	6	10/20/2009	Outstanding	NEKOLICZAK, JOAN	5550080000685920	20.90	20.90	11/10/2009
<input type="radio"/>	4	09/20/2009	Outstanding	NEKOLICZAK, JOAN	5550080000685920	453.61	453.61	10/11/2009
<input type="radio"/>	2	08/20/2009	Reviewed	NEKOLICZAK, JOAN	5550080000685920	892.06	892.06	09/10/2009

1 - Select Statement

2 - Click "VIEW STATEMENT"

Powered by BMO Spend & Payment Solutions

Date

# BMO DETAILS ON-LINE

## VIEW STATEMENT (3)

BMO Financial Group

details Online®

Powered by BMO Spend & Payment Solutions

HOME STATEMENTS TRANSACTION ADMIN  
STATEMENTS > STATEMENT LIST > VIEW STATEMENT

Download

File Format

Go

Statement  
Statement List

Print Statement  
Review Statement

CLICK TO  
PRINT

Account Information

Statement Highlights

Transaction Details

Corporation  
Default Code

Statement ID  
Currency  
Payment Due Date  
Minimum Payment

NEKOLICZAK, JOAN

10/20/2009  
XXXX XXXX XXXX  
1000.00  
20.90

Your payment was received

Transaction ID

Date

Description

Auth #

Addendum

GL/Customer Code

Total Tax

Amount

Account Number  
208008157 10/09 10/09  
208146520 - 10/12

XXXX-XXXX-XXXX  
WALMART.COM WALMART.COM, AR,  
USA  
AUTO PAYMENT RECEIVED-THANK  
YOU

No  
Addendum  
No  
Addendum

104358

1.86\*

20.90  
453.61 CR

Report any items which do not agree with your records within 60 days of statement date.  
\* - Tax is estimated using information provided from the transaction and is for informational purposes only.

Statement Summary

Interest Information

Contact Information

Purchases/Other

Cash advance/Cheques

Local Calls

Toll free Calls

Enquiries

Lost or Stolen cards

Internet

453.61 CR  
453.61 CR  
0.00  
20.90  
0.00  
0.00  
0.00  
0.00  
0.00  
20.90

Interest charges on this statement  
Interest rate (fixed)  
Daily interest rate (next period (%))  
10.250000%  
0.020000%

0.00  
0.000000%  
0.000000%

1 800 263 2263

THIS STATEMENT IS INFORMATION ONLY