

Homework

Completing these beforehand will make your implementation process smoother, easy and quick.

Cardholder Spreadsheet

NOTE: THIS FORM IS NOT REQUIRED YET. It is a tool to help you collect your cardholder information. Your Implementation Manager will contact you about this once your credit has been approved.

Columns to be filled in by program administrator:

- First and Last name (of cardholder)
- Monthly Credit Limit (of cardholder)
 - You have the option of selecting an appropriate credit limit for each cardholder, that limit cannot exceed the facility limit. Please note the total of all card limits can exceed the facility limit amount.
- Street Number and Name
 - All addresses should be the same as the program administrator (so everything is mailed to the proper location)
 - Please keep in mind there are separate columns for each.
- Suite (if applicable)
- City, State and Zip Code
 - Please keep in mind there are separate columns for each.
- Organization Name
- Contact Name
 - This is the name of the primary program administrator
- Hierarchy
 - This field is optional
 - See the section on hierarchy in the implementation manual, or ask your implementation manager.
- SAVE THIS DOCUMENT!**

Authorization Controls Form

This will be your default authorization table for all your cards. You can choose to add additional authorization tables using the web based program *details* Online.

Fields to be filled in by program administrator:

- The Merchant Category Blocking portion of the form is already completed, as this is the main default template, and should be left open only blocking cash advances.
- Countries to Allow Use
 - Check countries to allow use in, this includes any online orders.
- Please sign and date the authorization controls form and include with the application

Individual Procurement Card Use Agreement

AGREEMENT made this _____ day of _____, 2007, between the **Board of Education** of _____ (hereinafter the "Board"), and _____, residing at _____ (hereinafter the "Staff Member").

WITNESSETH:

WHEREAS, by this Agreement the Staff Member has 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

WHEREAS, the Staff Member agrees to abide by the terms and conditions of the p-Card as set forth herein.

NOW, THEREFORE, consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Staff Member as follows:

1. The Staff Member hereby agrees to immediately return the p-Card upon request.
2. The Staff Member 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 for Finance.
3. Staff Member shall periodically submit receipts and such other reasonable documentation of goods or services purchased as requested by the Assistant Superintendent for Finance.
4. Staff member 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 Finance of any errors, omissions or discrepancies in the statement.
5. Staff Member 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. Staff Member shall also immediately notify the Assistant Superintendent for Finance of possible loss, theft, or unauthorized use of the Card.
6. 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 Staff Member's use of the p card.
7. Utilization of the procurement card must be within annual budget parameters.
8. The procurement card may not be utilized to circumvent District's bid requirements.
9. This Agreement may not be modified in anyway without the approval of the Board.

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

**BOARD OF EDUCATION OF NAPERVILLE COMMUNITY UNIT
SCHOOL DISTRICT 203**

By: _____
Assistant Superintendent for Finance
Attest: _____
Assistant Business Manager

Staff Member

Naperville Community Unit School District 203 Procurement Card Program (p-Card)

Program Objective: Replace the utilization of purchase orders for purchases of less than \$500, internet purchases or purchases from vendors where purchase orders are not accepted.

Parameters for use:

- o Cards may only be utilized for school district purchases
- o A proper audit trail must be maintained showing:
 - o Requisitioner
 - o Administrative Authorization
 - o Itemized receipt or packing slip

Program Features:

- o The cards resemble and operate like credit cards
- o The cards are programmed with the individual per transaction limits, monthly transaction limits and/or vendor restrictions
- o Utilization and usage parameters can be managed via the internet
- o The School District will receive a rebate on card purchases

Process for Utilization:

1. Obtain an authorized requisition
2. Ask for and retain itemized receipts or packing slips for all transactions
3. Review monthly statements and complete the Procurement Card Expense Record by:
 - o Indicating the account number to be charged
 - o Explaining the justification for the expense
 - o Attaching the itemized receipt or packing slip
4. Submit completed Procurement Card Expense Record to the Purchasing Department **within 5 days of receipt of statement**