




**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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FINANCE TAM: 2017-042  
CONTACT: Julie Perry, Director  
Budgeting & Financial Services  
TELEPHONE: 833-5850

TO: Selected Principals  
FROM: Rita R. Scallan, Chief Financial Officer   
DATE: June 15, 2017  
SUBJECT: Internal Funds Purchasing Card

On June 12, 2017, the School Board approved the use of an Internal Funds Purchasing Card. The Internal Funds Purchasing Card offers an alternative to the existing District procurement processes and provides an extremely efficient method of purchasing and paying for small dollar purchases, allowing authorized employees to acquire materials and supplies, as they are needed for operations, with minimal delay. Use of these cards is meant to simplify and streamline the acquisition process and lower overall transaction costs.

INTERNAL FUNDS CARDS GENERAL INFORMATION

The Internal Funds Purchasing Card may only be used for authorized purchases related to the individual school's internal funds and must comply with School Board Policy, Florida Statutes, and Florida Administrative Code (DOE) rules. Use of the card for personal purchases is strictly prohibited and subject to disciplinary actions.

The face of the Internal Funds Purchasing Card will include an Okaloosa County School District logo, Internal Funds designation, name of the Cardholder, the name of the school, account number, tax exemption number, and an expiration date. The site cards will not have a name of a Cardholder.

Cardholders have a single transaction limit, as well as a monthly credit limit. These transaction limits are pre-established by card classification and cannot be modified without approval from the Chief Financial Officer. All completed application forms must be signed by the Principal and sent to the Purchasing Department for approval and further processing.

ISSUING INTERNAL FUNDS PURCHASING CARDS

Internal Funds Purchasing Cards may be requested by the Principal using the "Purchasing Card Application" form (MIS 2135) found on the Purchasing website. Internal Funds Purchasing Cards may be issued to the Principal, Bookkeeper, Daycare Coordinator, and Band Director. In addition, Principals may request site cards that may be issued temporarily to school employees for specific purposes.

The Purchasing Department is responsible for processing all Internal funds Purchasing Card applications and for applying for new accounts with Regions Bank. Each new Internal Funds Purchasing Card will be mailed to the Purchasing Department for issuance to the Cardholder. Before a card can be issued, new users must attend a Purchasing Card training class. New Cardholders must also understand and sign a "Cardholder Agreement" form (MIS 2134). The Cardholder is the only person authorized to use the assigned Internal Funds Purchasing Card.

#### INTERNAL FUNDS SITE PURCHASING CARDS

The Purchasing Department will issue Internal Funds Site Purchasing Cards to the Principal. These cards will be kept in the school's drop safe. Employees may request to use an Internal Funds Site Purchasing Card by completing a "Request to Use Internal Funds Site Purchasing Card" form (MIS 5430) and submitting the form to the Principal for approval. The bookkeeper will issue each site card, ensuring that the appropriate information is entered on the "Internal Funds Site Purchasing Card Log" (MIS 5432). The "Internal Funds Site Purchasing Card Log" must be kept in the drop safe. New users must also understand and sign a "Cardholder Agreement – Internal Funds Site Purchasing Card" form (MIS 5433).

#### PRINCIPAL RESPONSIBILITIES:

Principals are to review all Cardholder Purchasing Card transactions, and must sign and date the General Ledger Memo statements as approval of all charges. Additional responsibilities include:

- Ensuring that the Purchasing Department is notified if a Cardholder transfers out of the school or terminates employment.
- Monitoring Cardholder activity for appropriateness and taking any necessary disciplinary action for misuse of the Internal Funds Purchasing Card.
- Reviewing the purchase methods, if necessary, to ensure appropriate purchasing practices are followed.
- Ensuring that Internal Funds Purchasing Card statements are paid in a timely manner.
- Ensuring that the Cardholder received goods or services before payment.
- Safeguarding the Internal Funds Site Purchasing Cards.

#### BOOKKEEPER/RECONCILER RESPONSIBILITIES:

The Bookkeeper/Reconciler is the individual responsible for the reconciliation of Cardholder receipts for their school. The reconciliation process must be done in a timely manner to meet monthly deadlines associated sending the payment to Regions.

Reconciler responsibilities include:

- Collecting original Internal Funds Purchasing Card receipts from Cardholders as soon as possible.
- Ensuring that a Check Requisition/Transfer Form (MIS 4003) is received for each charge made on an Internal Funds Purchasing Card.
- Contacting the Cardholder with any discrepancies. Attempting to rectify any discrepancies with the merchant or contacting the Disputed Transactions Department at Regions Bank.
- Reconciling transactions against Internal Funds Purchasing Card receipts, and creating final General Ledger Memo Statements to be signed by the Principal.
- Printing the Monthly Statement using CMS – Card Management System and paying Regions Bank in a timely manner.

#### PAYING THE INTERNAL FUNDS PURCHASING CARD STATEMENT

- The bookkeeper must ensure that he/she receives the original receipt and a Check Requisition/Transfer Form from the purchaser. The Check Requisition/Transfer Form must be made payable to the Internal Funds P-Card Payable account.
- The bookkeeper will process the Check Requisition/Transfer Form, keeping a copy of the paid receipt in a folder for final reconciliation. The copy of the receipt must be marked paid and include the transfer number and date.
- The bookkeeper will print a statement using CMS – Card Management System. This statement, copies of the receipts, and the "Internal Funds Purchasing Card – Monthly Statement Review" (MIS 5431) will be given to an employee designated by the Principal for review.

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- The reviewer will check items as noted on the “Internal Funds Purchasing Card – Monthly Statement Review” (MIS 5431) and sign the form.
- The reviewer will complete a Check Requisition/Transfer Form made payable to Regions Bank for the amount of the statement and then submit the packet to the Principal for approval.
- The bookkeeper will send an e-mail to the Internal Funds Accountant in the Budgeting & Financial Services Department indicating the date of the payment, check number, and amount.

Should you have any questions or require additional information, please contact Julie Perry at 833-5850.

Attachments

C: Executive Staff  
Program Director - Purchasing  
Internal Bookkeepers

School District of Okaloosa County  
Finance Department

**Cardholder Agreement – Internal Funds Site Purchasing Card**

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

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

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

I agree to the following regarding the use of the Internal Funds Site Purchasing Card assigned to me for official School Board business only.

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitment on behalf of the Okaloosa County School Board and the above listed school and will strive to obtain the best value.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
3. I will follow Florida Law, School Board purchasing policies, Internal Manual guidelines, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
4. I have been provided a copy of the Internal Funds Site Card User Guidelines and understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
5. I agree to review and reconcile transactions timely and will maintain all applicable information and receipts.
6. I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment. I will also reimburse the Okaloosa County School Board for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the Board may be deducted from any money which would otherwise be due and owing me, including salary or wages.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Trainer's Name (Printed) Trainer's Signature Date

School District of Okaloosa County  
Finance Department

**Request to Use Internal Funds Site Purchasing Card**

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

Employee's Name: \_\_\_\_\_

Title: \_\_\_\_\_

I request to use one of the school's Internal Funds Site Purchasing Cards from \_\_\_\_\_, 20\_\_\_\_, to  
\_\_\_\_\_, 20\_\_\_\_, for the purpose(s) shown below:

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

.....  
 Approved

Disapproved

\_\_\_\_\_  
Principal's Name (Print)

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

\_\_\_\_\_  
Date



**Okaloosa County School District  
Finance Department  
Internal Funds Purchasing Card – Monthly Statement Review**

**School:** \_\_\_\_\_

**Month/Year:** \_\_\_\_\_

**Check all receipts for the following items. If found, mark “Yes” and flag receipts. Otherwise, mark “No.”**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Alcohol or Tobacco Products                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Gifts or anything for employee recognition                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Gift Cards, Pre-Paid Credit Cards, Cash Advances, or Money Orders | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Purchases of single items with a value of \$1,000 or more         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Receipts marked “Cash Back”                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Service or Maintenance Agreements                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Services of any type  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Technology Purchases  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Look for receipts that include sales tax.**

Is “For Resale” marked on the Check Requisition/Transfer Form? (If no, flag receipts.) Yes  No

**Look for receipts related to travel.**

Are TDE and/or Travel Reimbursement forms included? (If no, flag receipts.) Yes  No

**If you have any concerns, please note below.**

**Notes:**

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**Reviewed By:**

\_\_\_\_\_

**Date:**

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