




## SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM PURCHASING

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**FINANCE TAM:** 2018-001  
**CONTACT:** Vince Windham  
Program Director - Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Bookkeepers  
**FROM:** Rita Scallan, Chief Financial Officer   
**DATE:** July 7, 2017  
**SUBJECT:** Purchasing Card Manual Revisions

On June 12, 2017, the School Board approved the revision of the District's Purchasing Card Manual to include the rules and procedures involved in the use of the new Internal Accounts Purchasing Card Program. Please find attached a copy of the revised manual that went into effect on July 1, 2017.

In addition to adding the Internal Accounts Purchasing Card Policy, we also updated our Purchasing Card Program rules and procedures to give you more flexibility using the purchasing card for small dollar technology purchases and to clarify the types of purchases that are not allowed using the purchasing card.

Please distribute a copy of the revised Purchasing Card Manual to all current cardholders at your cost center.

### Technology Purchases with Prior Approval (See Page 3 of revised Purchasing Card Manual)

The following technology items (unit value up to \$999.99 for equipment) may now be purchased using a Purchasing Card (District or Internal) ONLY if prior approval is received from the office of Seat Management:

- Desktop & Laptop Computers
- Handheld Electronic Devices (Kindles, iPads, iPods, eReaders, Chromebooks, Tablets)
- Classroom Response Systems
- Projectors
- Digital Presenters
- Smart Boards
- Any Equipment that Connects to the OCSD Network
- Printers
- Scanners
- Computer Software
- Software Subscriptions
- Web Based Subscriptions
- Computer Based Exams
- Apps for Handheld Electronic Devices

To obtain pre-approval, email the details of the item(s) that you plan to purchase to the Office of Seat Management. Attach the approval email to your invoice/receipt when submitting your Purchasing Card statement packet. Purchasing Card privileges may be reduced or revoked for unauthorized technology purchases.

Unauthorized Purchases (See Pages 2-3 of revised Purchasing Manual)

The Purchasing Card is to be used for authorized purchases only. The Purchasing Card cannot be used for any personal use. The Cardholder is the only person authorized to use the assigned Purchasing Card. Although not all-inclusive, the following is a list of unauthorized expenditures which cannot be purchased with the Purchasing Card. Cardholders shall not purchase any of the items included on the list below unless written authorization is provided by the CFO.

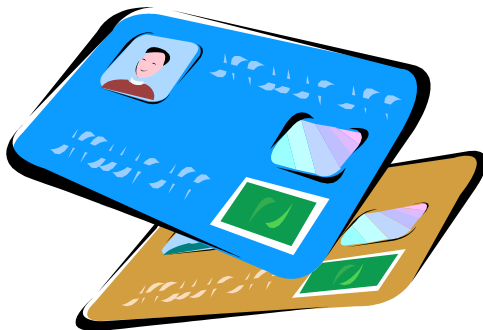
<b>Description</b>	<b>District Card</b>	<b>Internal Funds Card</b>
Personal use items or services	Not Allowed	Approved Items Allowed
Alcoholic beverages, Tobacco products, or other controlled substances	Not Allowed	Not Allowed
Weapons or ammunition	Not Allowed	Not Allowed
Cash Advances or Money Orders	Not Allowed	Not Allowed
Entertainment, such as theme parks	Not Allowed	Allowed for Students
Food (except items used specifically for direct instructional related purposes; where allowed by funding with appropriate documentation; purchases made by Daycare Coordinators for daycare operation)	Not Allowed (except as noted)	Allowed
Rental or lease of land or buildings	Not Allowed	Not Allowed
Long term equipment rentals	Not Allowed	Not Allowed
Service or Maintenance agreements	Not Allowed	Not Allowed
Services of any type (Object 0310 or Object 0393)	Not Allowed	Not Allowed
Fixed Assets (items with a unit value of \$1,000 or greater including shipping)	Not Allowed	Not Allowed
Cell Phones/Service	Not Allowed	Not Allowed
Taxable Items	Not Allowed	Allowed for items purchased for resale
Beautification & decorations (plants, pictures, office décor, etc.)	Not Allowed	Allowed
Fuel (except for out-of-county fuel purchases for District owned vehicles or rental vehicles)	Not Allowed (except as noted)	Not Allowed (except as noted)
Annual Contracts	Not Allowed	Not Allowed
Gifts or anything for employee recognition	Not Allowed	Not Allowed
Gift Cards or Pre-Paid Credit Cards	Not Allowed	Not Allowed
Any items from a non-bid vendor when available from a district bid	Not Allowed	Not Allowed
Purchases over the transaction limit for your card. Under no circumstances are purchases to be split in order to avoid established purchase dollar limits.	Not Allowed	Not Allowed
Anything specifically prohibited by your Principal, Department Head, Grant Administrator, or Project Manager	Not Allowed	Not Allowed
Technology Purchases (Except as noted with prior approval)	Not Allowed	Not Allowed

Should you have any questions or need additional information, please contact the Purchasing Department, at 833-7668.

Attachments

C: Principals  
Dept. Heads  
Seat Management – Dustin Keith

# OKALOOSA COUNTY SCHOOL DISTRICT PURCHASING CARD MANUAL



Revised: July 1, 2017

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## INTRODUCTION

Welcome to the Okaloosa County School District (OCSD) Purchasing Card Program. The OCSD Purchasing Card Program includes District Purchasing Cards and Internal Funds Purchasing Cards (individual and/or site cards). The Purchasing Cards offer an alternative to the existing District procurement processes and provide 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.

This manual details the rules and procedures involved in the use of the Purchasing Cards, and covers the responsibilities of the Cardholder, Cost Center Head, and the Reconciler. These rules and procedures have been developed to provide guidance and establish standards for the procurement processes relating to the proper use of the Purchasing Cards. As with any financial instrument, you should be aware of the policies and restrictions prior to obtaining and using a card. The Purchasing Cards are to be used only for purchases related to Okaloosa County School District business. Use of any Purchasing Card for personal purchases is strictly prohibited and subject to disciplinary actions. Please read this manual carefully for a clear understanding of the Purchasing Card Program. All charges made with the Purchasing Card shall be in accordance with School Board Policy, Florida Statutes, and Florida Administrative Code (DOE) rules. Any exceptions to the rules and procedures stated in this manual must include written approval from the District Chief Financial Officer (CFO).

## PURCHASING CARD PROGRAM OVERVIEW

The Purchasing Card Program is managed by the District's Purchasing Card Administrator (PCA). Each participating Cost Center Head (CCH) is responsible for monitoring Cardholder activity. CCH is responsible for reviewing all Purchasing Card transactions for all Cardholders in their cost center and must sign and date the GL Memo statement as approval of all charges. The CCH would normally be the Principal or Department Head. Each participating CCH must designate a Reconciler, who is responsible for the overall management and reconciliation of the cost center's Purchasing Card accounts. The reconciler would normally be the bookkeeper or secretary of a school or department.

## PURCHASING CARD DESCRIPTIONS

District Purchasing Card – The face of the District Purchasing Card includes an Okaloosa County School District logo, name of the Cardholder, account number, tax exemption number, and an expiration date.

Internal Funds Purchasing Card – The face of the Internal Funds Purchasing Card includes 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. Note: Site cards will not have a name of a Cardholder.

The cards have been uniquely designed to avoid confusion with personal credit cards and each other.

## ACQUIRING A PURCHASING CARD

Purchasing Cards may be requested by the CCH using the "Purchasing Card Application" form (MIS 2135), found on the Purchasing website.

District Purchasing Cards may be issued to the following District employees: Principal, Assistant Principal, Bookkeeper, Department Head, Department Secretary, Custodian, Maintenance Department, and Daycare Coordinator. District Purchasing Card requests for District employees not listed will require the approval of the CFO.

Internal Funds Purchasing Cards may be issued to the Principal, Bookkeeper, Daycare Coordinator, and Band Director. In addition, a Principal may request site cards that may be issued temporarily to school employees for specific purposes.

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 CFO. All completed application forms must be signed by the CCH and sent to the PCA for approval and further processing.

#### TRAINING AND PURCHASING CARD ISSUANCE

The PCA is responsible for processing all Purchasing Card applications and for applying for new accounts with Bank of America (District Purchasing Cards) or Regions Bank (Internal Funds Purchasing Cards). Each new Purchasing Card will be mailed to the PCA for issuance to the Cardholder. Before a card can be issued, new users must attend a Purchasing Card training class administered by the PCA. New Cardholders must also understand and sign a "Cardholder Agreement" form (MIS 2134).

The PCA 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).

#### UNAUTHORIZED PURCHASES

The Purchasing Card is to be used for authorized purchases only. The Purchasing Card cannot be used for any personal use. The Cardholder is the only person authorized to use the assigned Purchasing Card. Although not all-inclusive, the following is a list of unauthorized expenditures which cannot be purchased with the Purchasing Card. Cardholders shall not purchase any of the items included on the list below unless written authorization is provided by the CFO.

<b>Description</b>	<b>District Card</b>	<b>Internal Funds Card</b>
Personal use items or services	Not Allowed	Approved Items Allowed
Alcoholic beverages, Tobacco products, or other controlled substances	Not Allowed	Not Allowed
Weapons or ammunition	Not Allowed	Not Allowed
Cash Advances or Money Orders	Not Allowed	Not Allowed
Entertainment, such as theme parks	Not Allowed	Allowed for Students
Food (except items used specifically for direct instructional related purposes; where allowed by funding with appropriate documentation; purchases made by Daycare Coordinators for daycare operation)	Not Allowed (except as noted)	Allowed
Rental or lease of land or buildings	Not Allowed	Not Allowed
Long term equipment rentals	Not Allowed	Not Allowed
Service or Maintenance agreements	Not Allowed	Not Allowed
Services of any type (Object 0310 or Object 0393)	Not Allowed	Not Allowed
Fixed Assets (items with a unit value of \$1,000 or greater including shipping)	Not Allowed	Not Allowed
Cell Phones/Service	Not Allowed	Not Allowed

<b>Description</b>	<b>District Card</b>	<b>Internal Funds Card</b>
Taxable Items	Not Allowed	Allowed for items purchased for resale
Beautification & decorations (plants, pictures, office décor, etc.)	Not Allowed	Allowed
Fuel (except for out-of-county fuel purchases for District owned vehicles or rental vehicles)	Not Allowed (except as noted)	Not Allowed (except as noted)
Annual Contracts	Not Allowed	Not Allowed
Gifts or anything for employee recognition	Not Allowed	Not Allowed
Gift Cards or Pre-Paid Credit Cards	Not Allowed	Not Allowed
Any items from a non-bid vendor when available from a district bid	Not Allowed	Not Allowed
Purchases over the transaction limit for your card. Under no circumstances are purchases to be split in order to avoid established purchase dollar limits.	Not Allowed	Not Allowed
Anything specifically prohibited by your Principal, Department Head, Grant Administrator, or Project Manager	Not Allowed	Not Allowed
Technology Purchases (Except as noted below)	Not Allowed	Not Allowed

#### AUTHORIZED TECHNOLOGY PURCHASES WITH PRIOR APPROVAL

The following technology items may be purchased using a Purchasing Card ONLY if prior approval is received from the Office of Seat Management:

- Desktop & Laptop Computers
- Handheld Electronic Devices (Kindles, iPads, iPods, eReaders, Chromebooks, Tablets)
- Classroom Response Systems
- Projectors
- Digital Presenters
- Smart Boards
- Any Equipment that Connects to the OCSD Network
- Printers
- Scanners
- Computer Software
- Software Subscriptions
- Web Based Subscriptions
- Computer Based Exams
- Apps for Handheld Electronic Devices

To obtain pre-approval, email the details of the item(s) that you plan to purchase to the Office of Seat Management. Attach the approval email to your invoice/receipt when submitting your Purchasing Card statement packet. Purchasing Card privileges may be reduced or revoked for unauthorized technology purchases.

#### TRAVEL EXPENSES

For all travel related charges refer to the Finance Travel Procedures Manual for guidelines on the charges that are allowed using the Purchasing Card. A copy of the current Finance Travel Procedures Manual is available on the Finance website.

#### REVOCATION/REDUCTION OF PURCHASING CARD PRIVILEGES

Purchasing Card privileges may be reduced or revoked upon the Cardholder's failure to follow School District policy and procedures.

Examples of causes for Reduction of Spending Limit or Termination of Cardholders account, but not limited to:

- Cardholder uses card for an unauthorized purchase.
- Cardholder uses the card to circumvent the bid or quote process.
- Cardholder fails to provide a receipt more than once.
- Cardholder inadvertently uses the card for personal use more than once.
- Cardholder fails to report lost or stolen card in accordance with this manual.
- Cardholder allows another individual to use his or her card.

### LOST OR STOLEN PURCHASING CARDS

If a Purchasing Card is lost or stolen, the Cardholder must immediately notify:

- District Purchasing Card – Bank of America Card Customer Services at (888) 449-2273 or the Purchasing Department at (850) 833-7668.
- Internal Funds Purchasing Card – Regions Bank Card Customer Services at (888) 934-1087 or the Purchasing Department at (850) 833-7668.

Lost or stolen cards reported by telephone are blocked immediately. If the situation is not an emergency, the Cardholder will receive a replacement card within five to seven days after notifying the bank.

The Cardholder should be prepared to provide the following information to the bank representative:

- Purchasing Card 16-digit account number
- Address and telephone number as it appears on the Cardholder Profile.
- A brief summary of events.

### CANCELLING PURCHASING CARD

The CCH should immediately collect and return cards to the PCA for cancellation under the following circumstances:

- When the Principal or Department Head or the PCA has determined that an employee has intentionally misused the card or has, otherwise, established a pattern of irresponsible use.
- When an employee no longer requires a card.
- When an employee has been assigned to a different cost center.
- When an employee terminates employment with the district for any reason. (The PCA is responsible for cancelling an employee's Purchasing Card upon termination of employment with the district. As employees terminate, the PCA should be notified by the CCH to enable timely cancellation of the card to prevent its unauthorized use.)

### CARDHOLDER RESPONSIBILITIES

The success of the Purchasing Card Program relies on the cooperation and the professionalism of all personnel. The most important participant is the Cardholder. They are the key element in making this program successful.

1. Cardholders are expected to follow appropriate state laws and guidelines, as well as use good and reasonable judgment when making purchases. Employees who misuse or abuse this privilege are subject to disciplinary action up to and including termination of employment.



2. Before an individual card is issued (either District or Internal Funds), users must attend and complete training on the Purchasing Card Program. Cardholders must also understand and sign a “Cardholder Agreement” (MIS 2134). There will be no credit check on the Cardholder’s personal credit history. Additionally, Cardholders should be in good standing with their department.
3. If an employee would like to be temporarily issued a “site” Internal Funds Purchasing Card, he/she must first complete a “Request to Use Internal Funds Site Purchasing Card” form (MIS 5430) and submit it to the Principal for approval. When the employee is issued the “site” card, he/she will sign and date the “Internal Funds Site Purchasing Card Log” (MIS 5432). The log will again be signed and dated when the card is returned to the school. New users must also understand and sign a “Card User Agreement – Internal Funds Site Purchasing Card” form (MIS 5433). These employees should be in good standing with their school.
4. Under no circumstances should a Cardholder receive a cash refund. If a Cardholder returns an item, the merchant should issue a credit to the Cardholder’s account. Cardholders should avoid merchants with restrictive return policies, when possible.
5. The only person authorized to use an individual Purchasing Card is the person whose name appears on the Purchasing Card. To prevent against theft or fraudulent use:
  - Keep the Purchasing Card in a secure place.
  - Take all precautions so that the account number cannot be stolen or used by others.
6. Cardholders must keep all applicable receipts or sales slips and turn them in as soon as possible to the reconciler. Only original itemized receipts will be accepted. If the card is used on a phone order, the Cardholder is to request that a confirmation receipt be faxed or e-mailed as soon as possible, listing the items purchased, unit price and total price. This information will be used for reconciliation and to validate charges.
7. If the charge was made on an Internal Funds Purchasing Card, the cardholder must complete a Check Requisition/Transfer Form (MIS 4003) payable to Internal Funds P-Card Payable account.
8. Using the Purchasing Card is as easy as, and in most cases easier than, existing purchasing processes. **Keep in mind the same purchasing rules apply when using a Purchasing Card as when using other purchasing methods.**

Cardholders should:

- Follow proper procedures for using the Purchasing Card.
- Determine if the purchase is within Cardholders Purchasing Card limits.
- Do not attempt to use the card when purchases are over the transaction limit. **Under no circumstances are purchases to be split in order to avoid established purchase dollar limits.**
- Tell the supplier/merchant that purchases will be made using the VISA Purchasing Card issued through the Okaloosa County School Board.
- Ensure that the goods or services to be purchased are allowable and for official business use only.
- Inform the merchant that the purchase is tax-exempt (if the purchase qualifies under State Law). Review the receipt before leaving the store and, if taxes were included, request a credit. If you have made a phone or mail order and sales taxes were charged, contact the merchant and request that a credit be processed for the amount of the tax charged. **Special Note:** If purchasing items for resale using the Internal Funds Purchasing Card, sales tax should be paid at the time of purchase.
- Make sure the merchant understands that charges are not to be billed until the item(s) have been shipped. Florida law prohibits payment to a merchant prior to receipt of goods or services except in specific circumstances.

- Provide the merchant with the appropriate delivery information – do not use Post Office Box for “ship to” addresses. Request that your name and “ship to” address are clearly marked on the outside of the package.
  - Instruct the merchant to send the sales receipt directly to the Cardholder and not to send an invoice to Accounts Payable since the financial institution will pay the merchant.
  - Purchase items available on existing contracts from the contract merchant.
  - If using the Purchasing Card for travel, membership dues, conference, training, or other transactions that require prior approval, make sure all appropriate forms are completed and approved prior to making the purchase. (See Finance Travel Procedures Manual for additional information)
  - Tell the supplier/merchant that any shipping or delivery fees, if applicable, must be charged to the Purchasing Card.
  - Follow all purchasing laws, including using quotes, bids, etc.
9. On occasion, a Cardholder may attempt to purchase items from a merchant and the purchase is denied. In most cases, the information regarding the reason for denial will be available the next day after the purchase is attempted. Some of the most common reasons for denial are:
- The Cardholder has attempted to make a purchase from a merchant whose Merchant Category Code is not authorized. The banks monitor Purchasing Card usage. Attempts to purchase goods or services from blocked merchants are reported to the Purchasing Department.
  - The purchase from the merchant may be greater than the Cardholder’s single transaction limit.
  - The purchase from the merchant may place the Cardholder over their authorized monthly limit.
10. If there is a problem with a purchase or transaction resulting from the use of the Purchasing Card, the Cardholder must first attempt to reach a resolution directly with the merchant that provided the item or service. In most cases, disputes can be resolved directly between Cardholder and the merchant. The Cardholder should document all attempts to resolve any problem. In most instances the merchant will issue a credit. Vendor address and phone numbers are listed in Works (District Purchasing Card) and CMS – Card Management System (Internal Funds Purchasing Card).
- If the item involves a reservation or order that has been cancelled, the Cardholder is responsible for ensuring that a cancellation number is obtained at the time of cancellation. If a credit does not appear on the monthly statement, the appropriate dispute paperwork, including any cancellation number, should be filed by the Cardholder’s department (cost center) if efforts to resolve the problem with the merchant are not successful.
11. If you have a dispute that cannot be resolved by directly contacting the merchant, the Cardholder must contact:
- District Purchasing Card – Bank of America Merrill Lynch Dispute Department at (800) 410-6465, no later than 60 days after the billing cycle in which the dispute first appears.
  - Internal Funds Purchasing Card – Regions Bank Dispute Department in writing at the address shown on the statement, no later than 60 days after the billing cycle in which the dispute first appears.

#### COST CENTER HEAD RESPONSIBILITIES:

Cost Center Heads are to review all Cardholder Purchasing Card transactions, and must sign and date the GL Memo statements as approval of all charges. Additional responsibilities include:

- Ensuring that the Purchasing Department is notified if a Cardholder transfers within the agency or terminates employment.

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

#### RECONCILER RESPONSIBILITIES:

The Reconciler is the individual, usually the financial secretary or bookkeeper, responsible for the reconciliation of Cardholder receipts for their group. The reconciliation process must be done in a timely manner to meet monthly deadlines associated with transmitting the payment to Bank of America (District Purchasing Card) and/or sending the payment to Regions (Internal Funds Purchasing Card).

Reconciler responsibilities include:

- Collecting original Purchasing Card receipts from Cardholders as soon as possible after reviewed by Cost Center head.
- Ensuring that a Check Requisition/Transfer Form (MIS 4003) is received for each charge made on an Internal Funds Purchasing Card.
- Viewing transactions for your Group online in Works (District Purchasing Card), allocating, and signing off on all charges in a timely manner.
- Contacting the Cardholder with any discrepancies. Attempting to rectify any discrepancies with the merchant or contacting the Disputed Transactions Department at Bank of America Merrill Lynch (District Purchasing Card) or Regions Bank (Internal Funds Purchasing Card).
- Reconciling transactions against Purchasing Card receipts, and creating final General Ledger Memo Statements to be signed by the Cost Center Head.
- District Purchasing Cards – Submitting the Works District General Ledger Memo Statement to Purchasing, along with original receipts. Once requisitions are created for each cost center, all redlined funding strips must be cleared and the requisitions posted by the deadline sent via email each month.
- Internal Funds Purchasing Cards – Printing the Monthly Statement using CMS – Card Management System and paying Regions Bank in a timely manner. (See Paying the Internal Funds Purchasing Card Statement for details.)

#### 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 Form” (MIS 5431) will be given to an employee designated by the Principal for review.
- 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 designated contact in the Budgeting & Financial Services Department indicating the date of the payment, check number, and amount.

- CONTACT INFORMATION - PURCHASING:

Primary Contact: Becky Perrin, Buyer  
Purchasing Card Administrator (PCA)  
PH: 833-5843  
Email: [perrinb@mail.okaloosa.k12.fl.us](mailto:perrinb@mail.okaloosa.k12.fl.us)

Secondary Contact: Vince Windham, Program Director - Purchasing  
Purchasing Card Administrator (PCA)  
PH: 833-5846  
Email: [windhamv@mail.okaloosa.k12.fl.us](mailto:windhamv@mail.okaloosa.k12.fl.us)

CONTACT INFORMATION – BANK OF AMERICA MERRILL LYNCH:

24-Hour Customer Service: (888) 449-2273  
Disputed Transactions: (800) 410-6465  
Fraud Department: (866) 500-8262  
Works Help Desk: (888) 589-3473

CONTACT INFORMATION – REGIONS BANK:

24-Hour Customer Service: (800) 934-1087 or email [regionscardservices@hpe.com](mailto:regionscardservices@hpe.com)  
Disputed Transactions: (800) 934-1087 or email [regionscardservices@hpe.com](mailto:regionscardservices@hpe.com)  
Fraud Department: (800) 934-1087 or email [regionscardservices@hpe.com](mailto:regionscardservices@hpe.com)  
CMS Help Desk: (800) 934-1087 or email [regionscardservices@hpe.com](mailto:regionscardservices@hpe.com)

PURCHASING CARD FORMS:

- Purchasing Card Application (MIS 2135) – Page #9
- Cardholder Agreement (MIS 2134) – Page #10
- Cardholder Agreement – Internal Funds Site Purchasing Card (MIS 5433) – Page #11
- Request to Use Internal Funds Internal Funds Site Purchasing Card (MIS 5430) – Page #12
- Internal Funds Site Purchasing Card Log (MIS 5432) – Page #13
- Internal Funds Purchasing Card – Monthly Statement Review (MIS 5431) – Page #14

School District of Okaloosa County  
Purchasing Department

## Purchasing Card Application



INSTRUCTIONS: To apply for an Okaloosa County School District Purchasing Card, complete this form in its entirety and scan/email or fax (833-6327) to the Purchasing Department. Complete one form for each type of account requested.

Type of Account (Check one):      District Purchasing Card \_\_\_\_\_  
   Internal Account Purchasing Card (Individual) \_\_\_\_\_  
   Internal Account Purchasing Card (Site) \_\_\_\_\_  
   Number of Internal Acct Site Cards Ordered: \_\_\_\_\_

School/Department Name: \_\_\_\_\_

Cost Center: \_\_\_\_\_

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

EID Number: \_\_\_\_\_

Job Title of Cardholder: \_\_\_\_\_

***Note:*** School Name, Cost Center, Number of Cards ordered, and Principal Signature are all that is required to order Internal Account Site Cards.

I authorize the issuance of a Purchasing Card to the individual listed above. If ordering an Internal Account Site Card I authorize the issuance of this card.

Principal/Department Head Signature: \_\_\_\_\_

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

**For Purchasing Dept. Use Only**

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

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

Purchasing Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School District of Okaloosa County  
Purchasing Department

## Purchasing Card Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE OKALOOSA COUNTY SCHOOL BOARD 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 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, 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 Purchasing Card Manual, attended training 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.

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Cardholder Name (Print)

---

Principal/Dept. Head Name (PRINT)

---

Cardholder Signature

---

Principal/Dept. Head Signature

---

Date

---

Date

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

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☐ Approved

☐ Disapproved

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

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

\_\_\_\_\_  
Date



[illegible]

**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:**

\_\_\_\_\_