



Purchasing (P-Card) Program

Policy & Procedures Manual

P-Card Administrator: Doug Karnes, Director of Purchasing
Alternate Administrator; Keri Conner, Encumbrance Clerk

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Introduction and Overview

Welcome to the Jenks Public Schools' P-Card Program! The P-Card is a simplified and cost-effective method of purchasing and remitting payment for expenditures within the spending guidelines.

The P-Card provides an easy to use process to pay vendors that do not accept school purchase orders. A P-Card is much like a credit card and is widely accepted. It is expected that the cardholder have the authority or approval to use the funds for making the purchase.

In the continuing effort to improve service to our district staff, this is one more opportunity to achieve that goal.

This manual provides the guidelines under which you may utilize your P-Card. Please read it carefully. Training will be provided to ensure each user understands the program.

Issuance of Cards

All participants must complete a simple P-Card Application Form (appendix A). After the application is approved, the Purchasing Director will notify the participant and send a copy of the P-Card Manual. Participants must read this manual and attend a training session prior to the issuance of the P-Card. After the training, the Director of Purchasing will issue the cards and obtain signatures on Statement of Authority (appendix B), The P-Card Use Agreement (appendix c), the Terms of Revocation Forms (appendix D) and P-Card Receipt Acknowledgement Forms (appendix E). Please contact the Director of Purchasing if you have any questions about enrollment and use of the cards.

If approved, the card will be requested and sent to the Education Service Center Office. The Director of Purchasing will receive all cards and then meet with any new cardholder to review the procedures.

When you receive your P-Card, call the 800# on the sticker on the front of the card to activate it, sign the back of the card and always keep it in a safe place. Although the card may be issued in your name, it is the property of Jenks Public Schools and is only to be used for Jenks Public Schools' purchases as defined in this manual.

Program & User Profile Changes

Request for control changes should be submitted to the Director of Purchasing using the P-Card Application & Change Form (appendix A).

Acceptable Uses of the P-Card

The P-Card may be used at any merchant that accepts MasterCard credit cards. When making a purchase, ask if there are discounts that might apply. Jenks Public Schools has existing discounts with several vendors. Businesses often extend educational discounts to school districts even if they are not already set up for a discount.

Generally, the card may be used for routine purchases you make for the district business. Some examples include certain travel expenses, supplies, books (not textbooks), repair parts, and repair services. It would be impractical to try and list all the allowable uses. Instead, the list below of unacceptable uses should guide your purchases.

Unacceptable Uses of the P-Card

Items that cannot be purchased with the P-Card:

- Alcoholic beverages/Tobacco
- Cash Advances or ATM's
- Classroom textbooks (*except by Curriculum*)
- Clothing (*exempt for Athletics*)
- Copier Supplies (*toner and staples are included in the copier contract*)
- Flowers (*exempt for graduation decorations or authorized Activity Fund Purchases*)
- Gift Certificates, Gifts and cards (*except authorized Activity Fund purchases*)
- Logo giveaway items (calendars, pens, clocks), etc. (*except authorized Activity Fund purchases*)
- Office decorations for personal offices
- Payment to individuals
- Purchases made by someone other than the cardholder (*see Travel guidelines for exceptions*)
- Personal Purchases
- Purchases from multi-level marketing companies (Tupperware, Discover Toys, etc.)
- Sales Tax
- Splitting transactions to avoid P-Card or other policy established limits
- Other unacceptable uses as identified by Jenks Public Schools Policy & Procedures

The above list is not intended to be all-inclusive. If you have specific questions, please call the Purchasing Department for assistance.

Travel Expenses

The P-Card may be used for certain travel expenses. Please refer to the Guidelines for Travel Approval and Reimbursement for guidance on allowed travel expenses. Generally, the P-Card should only be used for the cardholder's expenses and not the expenses of others. If expenses for others are paid (according to the allowances below), in order to avoid duplicate payment, the P-

Card holder must review, initial and submit all Travel Expense Vouchers for those whose expenses were paid.

Hotels

The P-Card may be used to pay for the cardholder's hotel room as well, as others traveling on the same trip who do not have a P-Card. No personal expenses charged to the hotel room may be paid with the P-Card. All personal expenses must be paid with a personal credit card or personal funds at check-out.

If the P-Card is used to book a hotel room for someone else other than the cardholder a Credit Card Authorization Form must be obtained from that hotel and faxed back to the hotel as part of the reservation process. (See Appendix L- Sample Authorization Form) Each hotel has a different form. As part of the Credit Card Authorization process the hotel will ask for a copy of the picture identification of the cardholder and a copy of the front and back of the P-Card.

Hotels do not charge the account until the date of the reservation, normally at check in, or if a reservation is not kept. Hotels require the card that was used to make the reservation be used at check in for fraud security reasons and incidentals potentially charged to the room. It may also be beneficial to call to confirm with the hotel they have each guest booked charged to the correct P-Card before the guest(s) depart for their trip.

Based on the steps required to make a reservation using a P-Card issued to someone else other than the guest, it is best to use the P-Card of the guest if they have a card issued by the District. Otherwise this Credit Card Authorization process must be followed.

If multiple guests will be booked on one P-Card the credit limit for that card must support the total charges expected, including potential incidentals if this is the only card presented at check-in. An increase in credit limits is requested by submitting Appendix A to one of the P-Card Administrators. In a time crunch an email copying the P-Card holder's supervisor to one of the P-Card Administrators will suffice.

Use of Reward Programs with a hotel may automatically switch the charged credit card to the credit card associated with the Rewards Program.

NOTE: Incidentals charged to the room are the employee's responsibility and should be paid separately at check out to get a clean invoice for the District's portion of the bill. The traveler may be required to present a personal credit card or cash deposit if the Credit Card Authorization Form was completed allowing only "Room and Tax". If the traveler does not have a credit card of their own the Authorization Form may need to be altered to fit their circumstances.

Meals

P-Cards may not be used to pay for meals as a rule. Certain Administrators authorized to entertain will have the ability to charge meals according to Board of Education Policy.

For restaurants located in hotels, meals must be paid separately at purchase and not charged to the hotel bill.

If alcohol is purchased as part of the meal, it must be paid with personal funds and not charged to the P-Card. A separate bill is preferred.

Airline Tickets

The P-Card can be used to purchase airline tickets if a district purchase order is not accepted by the airline or travel agent. The associated Purchase Order should have the expected baggage fees included if applicable.

Rental Cars

Rental cars should only be used on the rare occasion when other methods of travel are not available or cost effective. Gasoline may be purchased with the P-Card for business purposes only for car rentals and not for personal vehicles.

Conference Registrations

Upon travel authorization, the P-Card may be used to pay for the cardholder's registration as well as for others traveling on the same trip who do not have a P-Card. Entertainment, memberships, and other non-business expenses offered at an additional cost are not to be charged on the P-Card and must be paid with personal funds.

Individual Responsibility for P-Card

The cardholder is responsible for the security of his/her card and any transactions made using the card. If the P-Card is used to make unacceptable purchases as defined in this document, the cardholder will be personally responsible for the transaction. The cardholder must report such misuse by completing a P-Card Usage Correction Form (appendix H).

Unacceptable purchases also include transactions that exceed the department's available budget, and a P-Card Usage Correction Form must be completed. The department head will be responsible for immediately finding another appropriate district budget. If unsuccessful in finding alternative funding, the department head will be personally responsible for the transactions in excess of the budget.

The cardholder is also responsible for the timely submission of documents required for reconciliation and payment.

Inappropriate and irresponsible card usage will be reported to the appropriate levels of management for use in employee evaluations. In addition, the card may be revoked.

Program Restrictions

Control limits will be established by the P-Card Administrators and Chief Financial Officer. The limits will vary according to the budget and buying needs of the department. The Department Head may provide input on control limits.

The Director of Purchasing has the ability to program each card so purchases from certain business will not be accepted. This will automatically be done for businesses that generally provide services or commodities not allowed by Jenks Public Schools.

Additional “controls” can be put in place to clearly define the individual or department purchasing limitations. The controls are various combinations of:

- Maximum dollar limit per transaction
- Number of transactions per day
- Monthly cardholder dollar limit
- Monthly dollar limit for site/department
- Merchant Category Code (MCC)

The Merchant Category Code is a four digit classification code used in the authorization and settlement systems to identify the type of merchant. The MCC is commonly known as Standard Industrial Code (SIC). Depending on the cardholder, certain MCCs will be blocked and unavailable.

Transactions falling outside the assigned controls are designed to be declined at the point of sale. If a transaction is declined by a merchant, contact the P-Card Administrators. The P-Card Administrators will examine the P-Card limitations and possibly make an adjustment to accept the transactions.

Reconciliation and Payment

All P-Card charges are included on one central invoice that is paid by the Accounting Department each month. Prior to the payment of the invoice, Accounting must receive reconciled supporting documentation from all P-Card users no later than the 2nd day of the following month. Itemized receipts must be retained for all purchases. For purchases via phone or mail, require the merchant to include a receipt with the goods when the product is shipped. If that is not possible, a packing slip must be retained to document the purchase.

Every use of the card must be recorded on a P-Card Usage Log (appendix G). Soon after each card transaction, receipts should be recorded on the log and placed in an envelope in date order. The log will assist the cardholder and/or designated department secretary in reconciling receipts to the monthly statement.

Each month, the cardholder or designee will receive an email that a statement is available for review and printing on the P-Card website. This will include transactions made with the P-Card during the previous billing cycle ending on the 25th of each month. This statement must be reconciled each month with receipts for accuracy. Use the P-Card Usage Log to prove the reconciliation.

A person in each department will be assigned the task of reviewing all transactions (payment or credits) of the P-Card holder. The reviewer will have access to the cardholder transactions using the P-Card website (<http://smartdata.jpmorgan.com>). **It is critical that all deadlines be met or the district will be charged interest and lose rebates.**

The P-Card Usage Log, Payment Voucher and receipts must be received in Accounting for processing by the 2nd day of the following month. The envelope must contain (a) all receipts (in date order), (b) a copy of the statement, (c) an Accounts Payable Voucher signed by the department head (d) other forms that apply to your transactions.

If an itemized receipt or packing slip was not received, contact the supplier to obtain one. If efforts were made to obtain a receipt without success, attach an explanation or a note in the envelope.

On occasion, an error requiring a credit may be found on a statement. Jenks Public Schools is responsible for paying the full amount billed on the current cycle. If a credit is anticipated in the following cycle, do not attempt to reduce the current month's statement and Accounts Payable Voucher for the credit. The credit will be processed with the next billing cycle.

If the required documentation is inadequate or late in arriving to Accounting, the cardholder's status as a participant may be reviewed by the appropriate levels of management. The cardholder's account may be suspended until an adequate resolution is achieved.

Key Dates

- 25th The P-Card monthly statement cycle ends on the 25th of the month.
- 2nd The due date for the receipts or required cardholder documentation in Accounting. Prior to submission, the approval of transactions and the assignment of OCAS codes must be complete.
- 7th The district-wide invoice must be paid by Accounting.

Resolution of Errors and Disputes

There may be an occasion when items are found on the monthly cardholder statement do not correlate with retained receipts or P-Card Usage Log. Reconciliation of the monthly statement is very important to determine the validity and accuracy of each transaction.

Disputes as a result of errors (multiple postings, altered amounts, credit posted as debits, etc.), should be raised immediately to the Director of Accounting or their designee. The P-Card holder should complete the P-Card Cardholder Dispute Form (appendix J) and fax or email it to Accounts Payable for resolution.

For issues concerning product not received or quality of goods, begin by dealing directly with the merchant to attempt resolution and also notify Jenks Accounts Payable by submitting a P-Card Cardholder Dispute Form. If the issue is resolved with the merchant, notify Accounts Payable that the matter is resolved. However, if agreement cannot be reached, Accounts Payable and the Director of Accounting will initiate an investigation. It is important to report these disputes immediately.

Disputes are frequently resolved within the same billing cycle or in the following billing cycle, but timing is dependent upon merchant response time. MasterCard does have policies to encourage quick response by the merchant.

Lost or Stolen Cards

The P-Card is the property of Jenks Public Schools and should be secured just as a personal credit card. If the card is lost or stolen contact the MasterCard customer service number (800-316-6056) immediately, and then notify the Director of Purchasing. Upon notifying the Director of Purchasing, the card will be deactivated. If the card is reported lost or stolen and is later used, it will be declined by the Merchant. Prompt action in these circumstances is very important to avoid fraud.

A replacement card with a new account number will be ordered by the Director of Purchasing.

Cancellation, Changes, Renewals

When an employee's employment ends or when the card is canceled, the P-Card should be cut in half and hand delivered to the Director of Purchasing. The Department Head of the cardholder must notify the Director of Purchasing or designee of any cardholder employment changes immediately. The Director of Purchasing will acknowledge the return of the card in writing to the cardholder and Department Head.

The Director of Purchasing maintains a record of all the P-Card holders. If changes in the limits or other elements are required, send a P-Card Application & Change Form (appendix A) to the Director of Purchasing.

A renewal P-Card will automatically be mailed to the Director of Purchasing in advance of the P-Card expiration date, and the cardholder will be notified. Employees will personally pick up their card and sign for its receipt in the Purchasing Department.

Ordering by phone or internet

When ordering by the phone or internet it is important to have documentation of the order. On the internet print any documentation that is available online to verify the order was made. When ordering by phone use a document the order and who approved the order. When the item is received obtain the packing slip to verify that the order was complete and accurate.

Sales Tax Exemption

Purchases of items by public schools are generally exempt from sales tax. The exemption applies to the public school, and may not be applied to personal purchases. Merchants are usually required by tax authorities to include sales tax at the time goods are purchased. The amount is dependent on a variety of factors, including the state and city where the purchase is made.

It is the cardholder's responsibility to notify the merchant that Jenks Public Schools is tax exempt. The tax exempt number (FEI 736021239) is printed on the P-Card and a copy of the Jenks Public Schools' tax exempt form is included in the manual (appendix F). If sales tax is charged, have the vendor correct the charge, or it will be the personal responsibility of the P-Card holder to reimburse Jenks Public Schools. Exemptions would be sales tax charged for hotels.

Termination

Upon termination of employment for any reason the procurement card and any receipts to be reconciled with the next statement is to be returned to the Director of Purchasing by the last day of employment.

Exceptions

The Director of Purchasing must approve any deviation from the approved purchasing card procedures.

Summary

The Jenks Public Schools P-Card Program is an opportunity to expedite the purchasing process at the department level. The P-Card program will continue to evolve and transform as it best fit the district's needs.

Should you have additional questions, please contact the Director of Purchasing.

Jenks Public Schools: P-Card Application & Change Form (to be completed by Department Head)

Please check one of the following: _____ New Application _____ Change to existing Card

Applicant Information

Applicant's Name _____ Title _____
Name Change to _____ Card # (for changes) _____
Department Name _____ Home Phone Number _____

Applicant's Signature _____ To be used for travel? Yes No

Purpose of the P-Card: (please check all that apply to this card application/change)

_____ Airlines and Other Transportation Services _____ Hotel/Motel
_____ Auto/Vehicle Rental _____ Retail or Website Sale
_____ Food _____ Telephone or Mail order
Requested monthly limit: \$ _____ Requested transaction limit: \$ _____

Submission Approval

Department Head Name _____ Signature _____ Date: _____
CFO or P-Card Admin. _____ Signature _____ Date: _____

Please forward this application to the Director of Purchasing for processing.

For P-Card Administrator to Complete

_____ Application is denied for the following reason: _____

_____ Application is approved.

Limits:

Maximum dollar limit per transaction \$ _____

Maximum transactions per day _____

Monthly cardholder dollar limit \$ _____

P-Card Administrator _____ Date _____

CFO Signature _____ Date _____

Copy: Card Applicant, Department Head,
CFO, Director of Accounting

JENKS PUBLIC SCHOOLS: P-CARD STATEMENT OF AUTHORITY

Employee: _____ **Employee #:** _____

The P-Card is to be used for the following types of expenditures that relate to ones employment at Jenks Public Schools. This authorizes use as checked (approved) below only.

- Airlines and Other Transportation Services
- Auto/Vehicle Rental
- Hotel/Motel
- Retail /Website Sale
- Telephone or Mail Order
- Other _____

Transactions per day _____

Monthly cycle limit _____

Single Purchase limit _____

Transaction limit _____

Supervisor _____	Date / /
Employee _____	Date / /
By: _____ <i>Chief Financial Officer/Director of Purchasing or Accounting</i>	Date / /

JENKS PUBLIC SCHOOLS: P-CARD USE AGREEMENT

AGREEMENT made this _____ day of _____, 20_____, between the **BOARD OF EDUCATION** for **JENKS PUBLIC SCHOOLS**, Jenks, Oklahoma (hereinafter the "Board"), and _____, residing at _____ (hereinafter the "**Employee**").

WITNESSETH:

WHEREAS, by this Agreement the Employee 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 Employee agrees to abide by the terms and conditions of the P-Card as set forth herein.

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

1. The Board hereby issues the Employee P-Card No. _____.
2. The Employee hereby agrees to immediately return the P-Card upon request.
3. The Employee shall not use the P-Card for the purchases of any goods or services that are not authorized by the terms of this Agreement or by the direct written approval of the Jenks Chief Financial Officer, Superintendent or P-Card Administrator.
4. The Employee shall periodically submit original receipts and such other reasonable documentation of goods or services purchased as requested by Accounts Payable.
5. The Employee shall promptly review monthly P-Card transaction statement for accuracy and shall within seven (7) days of receipt of the statement; notify Accounts Payable of any errors, omissions or discrepancies in the statement.
6. The Employee 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) 224-5393. The Employee shall also immediately notify the Jenks P-Card Administrator, the Director of Purchasing or designee of possible loss, theft, or unauthorized use of the Card.
7. Attached herewith and incorporated by reference herein is a Statement of Authority of P-Card use that sets forth the authority and expresses limits of authority of the employee's use of the P-Card.
8. The Employee shall immediately indemnify the Board of any improper or unauthorized expenditure and for any and all costs and expenses (including attorney fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the employee.
9. This Agreement may not be modified in any way without the approval of the Board of Education.

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

By: _____
Chief Financial Officer/Dir. of Purchasing or Accounting

Employee: _____

**Jenks Public Schools
P-Card Terms of Revocation Form**

As an authorized user of the P-Card, I understand that I am the only person authorized to make purchases with the P-Card issued to me; and that such purchases must be in connection with my employment with, for the benefit of, and authorized by Jenks Public Schools.

I understand that purchases of the following items constitute misuse of the P-Card and may include the revocation of my privileges as a P-Card holder or other action.

Misuse of the P-Card includes the following:

- Alcoholic beverages/Tobacco
- Cash Advances or ATM's
- Classroom textbooks (except by Curriculum)
- Clothing (exempt for athletics)
- Copier Supplies (toner and staples are included in the copier contract)
- Flowers (exempt for graduation decorations)
- Gift Certificates, Gifts and seasonal greeting cards
- Logo giveaway items (calendars, pens, clocks), etc.
- Office decorations for personal offices
- Purchases made by someone other than the cardholder
- Personal Purchases
- Purchases from multi-level marketing companies (Tupperware, Amway, Discover Toys, etc.)
- Sales Tax
- Splitting transactions to avoid P-Card or other policy established limits
- Other unacceptable uses as identified by Jenks Public Schools Policy & Procedures.

If the P-Card is misused in any way by me, I hereby agree to personally pay Jenks Public Schools all amounts incurred for such misuse.

Name of Cardholder _____ Date _____

Cardholder's Signature _____

NOTE: In addition to the above consequences for misuse of the P-Card, fraud or other dishonesty involving the P-Card or District funds, or failure to pay to Jenks Public Schools any amount incurred by the cardholder's misuse, Jenks Public Schools retains the sole right and discretion to take further action, whether in the form of disciplinary action, up to and including termination of employment, and/or legal prosecution, subject to applicable law.

**Jenks Public Schools
P-Card Receipt Acknowledgement**

I acknowledge that I received my P-Card on the date indicated below. I have previously received a copy of the policy and procedures manual explaining my responsibilities and the proper use of the card. I understand that:

The P-Card is to be used solely for business purchases, not personal purchases.

I am responsible for reconciliation of monthly statements and maintaining accurate accounting records.

Should my employment with Jenks Public Schools terminate for any reason, I am responsible for returning the P-Card Administrator.

P-Card Number _____

Employee Signature _____

Employee Name _____

Date _____

P-Card Return Acknowledgement

I acknowledge that the P-Card issued on the date indicated below, to the above named employee was returned to the Purchasing Department.

P- Card Administrator _____

Date _____

Please forward a copy of this form to the cardholder and Department Head.

JENKS PUBLIC SCHOOLS: Sale Tax Exemption

OKLAHOMA TAX COMMISSION

February 23, 2000

TAXPAYER ASSISTANCE DIVISION
Russ Nordstrom, Director
(405)522-0018

Jenks Public Schools
205 East B St
Jenks OK 74037

TPL

FEI 736021239

Dear Sir/Madam:

This is in response to your request for verification of the sales tax exemption for purchases made by Jenks Public Schools, Jenks, Oklahoma. We recognize public schools to be exempt from payment of sales tax pursuant to Title 68 O.S. 1999 Supp., Section 1356(10) which we quote in part:

There are hereby specifically exempted from the tax levied by this article:

* * *

(10) Sale of tangible personal property or services to any county, municipality, rural water district, public school district, the institutions of the Oklahoma system of higher education

Pursuant to 68 O.S. Section 1404, any purchase exempt from sales tax is also exempt from use tax.

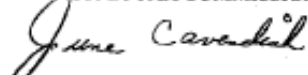
Because we do not issue "sales tax permits" to entities for the purpose of purchasing for their own use or consumption, you may provide vendors with a copy of this letter for documentation concerning your sales tax exemption. Expenses, including travel, incurred on a reimbursable basis are not sales tax exempt.

The response contained in this letter applies only so long as you maintain the status set out in your application of February 22, 2000. Any change in your status may invalidate this letter. This letter may not be used to establish sales/use tax exemption status by any entity other than the addressee.

If we can be of further assistance, please feel free to contact us at (405) 521-3160.

Sincerely,

OKLAHOMA TAX COMMISSION



June Cavendish, Assistant Director
Taxpayer Assistance Division

JC:lw

2501 NORTH LINCOLN BOULEVARD • OKLAHOMA CITY • OKLAHOMA 73194

IT IS OUR MISSION TO SERVE THE PEOPLE OF OKLAHOMA BY PROMOTING TAX COMPLIANCE THROUGH QUALITY SERVICE AND FAIR ADMINISTRATION

**Jenks Public Schools
P-Card Usage Log**

Department Name: _____ Card Holder Name: _____

Statement Date: _____ Statement Total: \$ _____

Receipt Total: \$ _____ *(Should match the Statement Total)*

Travel Expenses Included? ___ No ___ Yes

Item #	Transaction Date	Merchant Name	Debit Amount (Purchase)	Credit Amount (Return)	Brief Description	Purchase Order Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
Total			\$ -	\$ -		

Additional logs may be completed and submitted as necessary

**Jenks Public Schools
P-Card Usage Correction Form**

If a cardholder violates usage policy (see unacceptable uses section of the manual) or overspends a budget, he or she must complete this form and send it to the Director of Accounting as soon as the violation becomes known.

Cardholder Information

Cardholder Name _____ Phone Number _____
 Department Name _____ Department Head Name _____
 Cabinet Member Name _____ Card # _____

Card Transaction Information

Transaction Date _____ Transaction Amount _____
 Merchant Name _____
 Unacceptable Use (please describe) _____

 Overspent Budget (OCAS) _____ Amount Over Budget _____

Proposed Corrective Action

____ Cardholder will personally reimburse the corporation on or before _____.
 ____ The item purchased will be returned for a credit on or before _____.
 ____ Alternative OCAS _____ will be used.
 ____ Budget transfer request OCAS _____ dollar amount _____.
 ____ Other, please describe _____.

Cardholder Department Head Signature _____ Date _____

For Business Office Use

Corrective Action: Approved _____ Alternative Action _____

Director of Accounting Signature _____

Copy: Cardholder, Department Head, Chief Financial Officer
 Cabinet Member, P-Card Administrator

Jenks Public Schools
P-Card Cardholder Dispute Form (Email or Fax to A/P)

Cardholder Information

Cardholder Name _____ Phone Number _____

Card Number _____ Date _____

Disputed Transaction Information

Transaction Date _____ Transaction Amount _____

Merchant Name _____

Dispute Description:

____ Credit Not Posted (Attach Copy of Credit Slip)

____ Erroneous Amount (Attach Copy of Sales Receipt)

____ Duplicate Posting

____ Other _____

Description of any communications with the merchant or bank: REQUIRED _____

Please forward to the Director of Accounting for processing.

For Accounting to Complete

Communications with Bank (Dates and Actions Taken):

JENKS PUBLIC SCHOOLS: P-CARD ACCOUNTS PAYABLE VOUCHER

(Must be submitted with all Receipts & User Transaction Log)

Payee name: J. P Morgan Chase

For P-Card assigned to:

Total amount: \$

Date: / / 20

All of the following ***must be included:*** *(please check each item included)*

Receipts enclosed

Transaction log enclosed amount equals \$ _____

Credit Card Statement enclosed amount equals \$ _____

Requested By:

Department head signature: _____

Date signed: / / 20

Department head name & title: _____

Sample Credit Card Authorization

If the P-Card is used to book a hotel room for someone else other than the cardholder a Credit Card Authorization Form must be obtained from that hotel and faxed back to the hotel as part of the reservation process. Each hotel has a different form. As part of the Credit Card Authorization process the hotel will ask for a copy of the picture identification of the cardholder and a copy of the front and back of the P-Card.

From: 03/27/2013 13:07 #13: 2.001/001



Hilton Garden Inn Rockville-Gaithersburg
14975 Shady Grove Rd, Rockville, MD
Tel: (240)-507-1908 Fax: (240)-914-7120

CREDIT CARD AUTHORIZATION FORM

NAME OF CARDHOLDER: _____	TYPE OF CREDIT CARD: MC
CREDIT CARD NUMBER: _____	Expiration Date: _____ CVC: _____
BILLING ADDRESS: 205 East N Street, Jenks, OK 74037	
TELEPHONE NUMBER: 918-299-4415	FAX NUMBER: _____ E-MAIL: _____
GROUP/COMPANY NAME: Jenks Public Schools	DATES: _____

Guest Details

Guest name(s): _____
 Date of arrival: _____ Departure Date: _____
 Confirmation Number(s) 354 / 252562 Room Rate: \$175/night -DMA Team Baldrige Group Code - 182

I, _____ hereby authorize the Hilton Garden Inn Rockville-Gaithersburg to charge my credit card for the following charges:

1. _____ DEPOSIT AMOUNT OF \$ _____
2. _____ ALL CHARGES
3. ROOM AND TAX ONLY
4. _____ MEETING ROOM RENTAL
5. _____ FOOD AND BEVERAGE
6. _____ OTHER CHARGES: _____

NOTE: In order for this authorization to be processed, clear copies of the front and back of the credit card as well as a copy of the cardholder's picture ID, must be attached.

AGREEMENT & RELEASE:

I (We) agree to pay for the charges incurred upon receipt of the credit card statement. In the event of any discrepancy in the amount, you must notify me in writing within ten (10) days after receipt of your credit card statement. I (We) agree to be liable for all collection costs and legal fees imposed by Hotel in the collection of these charges in the event of a chargeback from the credit card company. I (We) expressly authorize the Hilton Garden Inn Rockville-Gaithersburg to charge the credit card number(s) indicated above in payment for hotel and food & beverage services rendered. I (We) hereby agree to release, defend, indemnify and hold harmless Hotel and any or all other persons or entities, including without limitation those providing information, from any and all liability, claims, damages, suits, actions, judgments, and damages of whatever kind of nature, whether known or unknown, including without limitation those based upon defamation, invasion of privacy, and rights of publicity and personality, which may at any time arise or accrue to me (us) or any (our) heirs, executors, parents, subsidiaries, assigns, officers, directors, employees, agents or other persons or entities arising by or through me, on account of provision of such information or reliance on such information or on other information gathered pursuant thereto and hereby. I (We) hereby authorize the Credit Card Authorization Form and release to be drawn and delivered to such persons, with a copy of this Credit Card Authorization Form and release to be valid as the original. In the event that an authorization is declined by your credit card company, all charges must be paid in cash or by cashier check only.

Authorized Signature: _____ Date: _____