



# Procurement Card Manual

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# Purchasing Department

## Contact Information

**Shelley Freeman**  
*Director of Purchasing*

817-547-5626  
Shelley.Freeman@birdvilleschools.net

**Marina Williams**  
*Assistant Director of Purchasing*

817-547-5668  
Marina.Williams@birdvilleschools.net

**Erika Ayala**  
*Purchasing Specialist*

817-547-5627  
Erika.Ayala@birdvilleschools.net

**Tiffany Mullins**  
*Buyer*

817-547-5632  
Tiffany.Mullins@birdvilleschools.net

**Rita Thornton**  
*Buyer*

817-547-5628  
Rita.Thornton @birdvilleschools.net

**Ashley Reynoso**  
*Administrative Assistant*

817-547-5629  
Ashley.Reynoso @birdvilleschools.net

**Donna Dominguez**  
*Administrative Assistant to  
Director of Purchasing*

817-547-5646  
Donna.Dominguez@birdvilleschools.net

## Introduction

The purpose of the Birdville Independent School District Procurement Card Program (P-Card) is to establish a cost-effective method of purchasing and paying for specific categories of expenditures, as defined within this document.

Birdville ISD has partnered with Bank of America to implement a P-Card program that meets the specific needs of the District and the participating departments, campuses and cardholders. The P-Card is a credit card tailored specifically for authorized business use only and has certain restrictions imposed as such. The P-Card provides various benefits, as follows:

- P-Cards simplify the purchasing process for authorized transactions and provide a convenience factor to the Cardholder, enabling the Cardholder to make a purchase at the actual time the need arises.
- The P-Card transaction provides process and cycle time savings by minimizing the number of documents, invoices, and checks processed for authorized P-Card purchases.
- Individual P-Card accounts can be programmed with pre-defined restrictions, ensuring that only transactions meeting the program criteria are allowed. Such restrictions help ensure compliance with budgetary, departmental, and purchasing policies and procedures.

The use of a P-Card as a purchasing method is a privilege and not a right, thus ALL regulations must be followed or the Cardholder may lose the privilege of having a P-Card.

The P-Card program is designed to **complement** our purchasing program by giving users some flexibility. Use of the P-Card must not circumvent or bypass the purchasing process. The Texas Education Code provides for criminal penalties for persons who intentionally circumvent the purchasing contract law by making split, separate, sequential or component purchases. District Policy CH (Local) states “Persons making unauthorized purchases shall assume full responsibility for all such debts.”

The Procurement Card Guidelines provide general guidelines for using your P-Card. Please read it carefully. **Your signature on the Procurement Card Agreement shows that you understand the intent of the program and agree to follow the established school district and departmental guidelines.**

## Obtaining a P-Card

A P-Card may be issued to permanent (full-time) employees of a department, campus and/or department (such as Athletics Department, Fine Arts, Haltom High School).

To obtain a P-Card and/or additional P-Cards a New P-Card Request Form (See Page 12) approved by the Budget Manager (Supervisor) must be submitted to the P-Card Administrator. Once the request is approved, the new cardholder and Budget Manager (if not already) must attend a mandatory P-Card training prior to obtaining P-Card.

## Duties & Responsibilities

- P-Card Administrator  
The P-Card Administrator is designated to oversee the administration of the program. The P-Card Administrator has a direct relationship with the bank. All new P-Card requests (Page 12) and P-Card Maintenance Form (Page 15) must go through the P-Card Administrator.
- Teacher , Sponsors & Card Users  
The Teacher/ Sponsor or card user is responsible for filling out the Purchase Request Form (Page 13), making purchases approved on the Purchase Request Form and/or Purchase Order and providing original receipts to campus secretary.
- Cardholder  
The Cardholder is the individual to whom the P- Card is issued by the P-Card Administrator. The Cardholder is responsible for following guidelines for purchases, selection of vendors (must be district approved vendors), security of card(s) and daily turning in of original receipts, retrieving any necessary credit(s), and giving an explanation of any unusual transaction.
- Budget Manager (Supervisor)  
The Budget Manager (Supervisor) has overall budgetary responsibility for the assigned P-Cardholders and P-Card Users within their department and is responsible for following sound business practices, approving weekly P-Card Statements, and ensuring compliance with District policies and procedures. The Budget Manager (Supervisor) is responsible for retrieving P-Cards in the event of termination or change in employment status of a Cardholder under their supervision.
- Secretary  
The Secretary will verify all transactions comply with the established policies and procedures, attach proper supporting documentation to transactions, allocate and release statements within one week of import date. Secretary is also the Cardholder for department/campus cards not assigned to individuals.

## Controls

The P-Card program uses internal management controls to manage and audit the process to ensure that procedures are followed. Several controls are available to the District and may be implemented for each person that uses a district P-Card.

## Spending Limits

All P-Cards have monthly credit limit as well as a single transaction limit. Limits vary for each Cardholder based on their position in the District or by department/campus. If a temporary or permanent increase is necessary the Budget Manager (Supervisor) must fill out the P-Card Maintenance Form (Page 15) and send to the P-Card Administrator or the Director of Purchasing for approval and processing.

## Vendors

### Merchant Activity Type Limits

Specific types of businesses are identified by a Standard Industrial Classification (SIC) Code, commonly referred to as Merchant Category Code (MCC). Based on the nature of some categories, specific MCC codes may be restricted for use on the card. If you have difficulty using your card with any particular vendor, please contact the P-Card Administrator to determine if the purchase is allowable.

### Approved BISD Vendors

P-Card purchases must be from an approved vendor on the district's Approved Vendor List located on the purchasing website (Does not apply if using 865 & 890 funds). Vendors marked "NO" for P-Card use on the on the Approved Vendor List or vendors who do not accept P-Card are not allowed for P-Card purchases.

Please note that hotels, registration and field trip vendors are approved for P-Card purchases, but will not be listed on the Approved Vendors List. A W-9 from vendor will be required if not in Munis. Cardholder is responsible for obtaining W-9 for these vendors.

Cardholders must not make P-Card purchases from friends or relatives with whom Cardholder has a financial interest. Additionally, the Cardholder must not accept any gift or gratuity from any source when it is offered or appears to be offered, to influence your decision in making a P-Card purchase. The use of coupons, rebates, or rewards programs from vendors, banks, or other institutions that offer free/promotional items for the benefit of the Cardholder is not allowed when purchasing items with the P-Card. Any items received as a direct result of using the P-Card must be for the benefit of the District and are expected to remain on BISD premises. For example, an office supply vendor has a rewards program that allows a customer to earn free items based on accumulated points/dollars spent is not allowable.

## Acceptable Purchases

All purchases made with the P-Card must be in compliance with District purchasing policies and procedures, for official BISD business, and must NEVER be used for personal purchases, regardless of the circumstances.

### Some Allowable Purchases Include:

- Tools/Hardware
- Training Courses/Registrations
- Subscriptions, Dues
- Postage Stamps
- Permit Fees, Trade License Renewal Fees
- Purchases of supplies and materials
- Travel - Hotel, Rental Car, & Parking Only (With approved Travel Forms)
- Field Trips
- Catering/Food
- Gift Cards (Please refer to the BISD Activity Funds Manual for guidelines)

## Unacceptable Purchases

### Some Unallowable Purchases Include but not Limited to:

- Independent Consultant Contracts
- Capital Items (Fixed Assets any item that cost \$500 or more)
- Maintenance/Service Agreements (that require a signed contract)
- Technology Items
- Purchases utilizing Federal Funds
- Temporary Services, Independent Contractors, Consultant Services
- Any purchase that exceeds your spending limit or splitting of transactions
- Alcohol, alcoholic beverages, and tobacco products
- Antique shops and antique reproductions
- ATM Machine withdrawals
- Betting/Track/Casino/Lotto
- Cash advances, Cash Refunds or “Store Credits” held on account with vendor
- Dating or Escort Services
- Gasoline for personal or district vehicles
- Goods or Services for personal use
- Leases or other contractual agreements regardless of the cost
- Massage Parlors
- Money Orders or Convenience Checks
- Pawn shop purchases
- Personal services (hair salon, doctor visits, hospitalization, etc.)
- Wire transfers
- Any purchase prohibited by another BISD policy

## **P-Card Sharing**

### Individual P-Cards

Only that person named on the P-Card is the authorized user. P-Card sharing is prohibited and will result in immediate termination of the P-Card and all P-Card privileges. P-Card sharing is the practice of allowing an individual other than the Cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction. P-Card sharing increases the risk of fraud and Cardholder liability. Best practices to prevent fraud and misuse include NOT allowing an individual other than the Cardholder to:

- Have physical possession of the P-Card to make payments to point of sale vendors;
- Have access to the P-Card number and expiration date to make payments via telephone, internet, or in person;
- Have access to receipts or invoices that display the complete P-Card number and expiration date.

### Department & Campus Cards

The campus/department secretary is responsible for the safekeeping of the P-Card and maintaining a detailed check-in and check-out log. For each P-Card user a signed Teacher, Sponsor & P-Card User Guidelines (Page 21) must be completed and on file for all users prior utilizing the P-Card.

## **Making P-Card Purchases**

Always follow proper internal campus procedures in obtaining approval for the purchase. This

### Approval Procedure for Campus P-Card

Purchase Request Form (Page 13) for purchases under \$500 or a P-Card Purchase Order for purchases over \$500.

### Approval Procedure for Department Cards

Purchase Request Form (Page 13) for purchases under \$1,500 or a P-Card Purchase Order for purchases over \$1,500.

### Approval Procedure for Department Activity Funds

Department Activity Funds Purchase Request Form (Page 14) for purchases under \$250 or a P-Card Purchase Order for purchases over \$250. The P-Card Purchase Order will be entered by Admin Assistant of the Associate Superintendent for Finance.

### Approval Procedure for Individual Cards

P-Card purchase order is required for purchases over \$1,500.

### Placing Order

Once proper approval has been obtained for the P-Card purchase, the requestor may then place the order with vendor. Once order and invoice are received the P-Card may be issued for payment. All P-Card payments must be made after the goods/services have been received or at the time of purchase if in-store (See page 57 for Making P-Card Purchases Flow Chart).



### Making Payment

Provide the vendor with any or all of the following information: card number, name, expiration date, billing address, billing phone number, and the three-digit credit card security/verification code. The billing address will be **3124 Carson St. Haltom City, TX 76117**. Payment should be made after the goods or services have been received or at the time of purchase if in-store.

### Tax Exempt Status

Inform the vendor that the District is exempt from sales tax. If the vendor requests a tax exemption certificate, use the one provided in this Manual (Page 24). For hotels, please provide the hotel a Hotel Tax Exemption Certificate and letter from the Texas Comptroller (Page 25). If the Cardholder is charged Texas sales taxes, the P-Card User will be personally liable for reimbursement of the tax to BISD unless evidence of a credit is received from the vendor within 15 days of notification from the Purchasing Department. In lieu of obtaining the credit, the P-Card User may elect to reimburse the District for the sales tax. If sales tax is not refunded a P-Card Issue Notice (Page 16) will be issued.

### Shipping Instructions

Give the merchant detailed shipping instructions which must include the following:

1. Your Name, Department Name
2. Building, Room Number
3. Street Address, City, State, Zip Code
4. Phone Number

P-Card purchases should be delivered directly to the individual P-Card User's place of work; otherwise, arrangements should be made to pick up the merchandise at the vendor's place of business. In instances where delivery must be through the warehouse, the Cardholder is responsible for immediately notifying the warehouse that goods are expected to arrive. **Items purchased should never be delivered to P-Card User's or someone else's personal address.**

## **Resolving Billing Errors and Disputes**

The Cardholder/ Card User is responsible for resolving disputes with the vendor such as incorrect pricing, delivery problems, incorrect items received, damaged items, etc.

Most disputes can be resolved by calling the vendor and having them issue a credit back to the P-Card account. Never accept cash, store credits, or gift cards in lieu of a credit to the P-Card account. Contact the P-Card Administrator for guidance if a vendor insists on providing a credit in a form other than a credit back to the P-Card.

If the vendor fails to promptly credit your account, submit a P-Card Transaction Dispute Form (Page 18) to the P-Card Administrator within 30 days of the billing issue date. Document all correspondence including dates, individuals involved, and a brief description of the problem and keep this form in your records, filed with the expense report. The charge will need to be allocated regardless if it is being disputed. Once the credit is received, it will be returned to the same budget code.

## Weekly Reconciliation Procedures

Reconciliation of the P-Card statements must occur on a weekly basis. Transactions are imported into Munis every Monday and Wednesday. P-Card Users are responsible for providing Secretary with itemized receipts. **Secretary will then allocate and release all statements within a week of the import date.**

The following must be completed when performing the reconciliation process:

1. Transaction Attachments

The following documents should be attached to each P-Card transaction in Munis

- Approved P-Card Purchase Request Form (If Applicable)
- Itemized receipt/invoice (Always required)
- Approved Travel Forms (If Applicable)
- Agenda and Sign-In Sheet (If Applicable)
- Packing Slip

2. Charge Description

The charge description must include the Vendor Sourcing and a short description of purchase or PO # (If applicable).

3. Budget Allocation and/or Purchase Order Liquidation

Budget code should be changed for all P-Card transactions. If there is a Purchase Order in place for the transaction, the Purchase Order will need to be liquidated. (See Allocation Instructions Page 42).

4. Invoice Number

Invoice number must be included to avoid double payment by the Accounts Payable department. If not provided by vendor, an invoice number should be created to reference purchase.

5. Release of Statement

Upon completion of allocation, upload receipts and other documents, and release the statement into workflow. The workflow will consist of the Budget Supervisor, Business Office or Accounting Office and Purchasing.

## **P-Card Issue & Warning Notices**

Violations governing the use of P-Cards such as noncompliance with policies or procedures and misuse could result in disciplinary actions up to and including employment termination and civil and criminal charges. Violations of policies and procedures governing the use of the P-Card can be and will result in a P-Card Issue Notice or P-Card Warning Notice. Any alleged violation or questionable transaction could result in an immediate suspension of card privileges pending a review to determine what, if any, action is appropriate. The Director of Purchasing and the P-Card Administrator have full authority to suspend a Cardholder's privileges. In specific circumstances, there may be a need for the District to apply more stringent actions than those outlined below. Such actions will be applied on a case-by-case basis, as deemed necessary.

### P-Card Issue Notices

Initially a P-Card issue will result in a P-Card Issue Notice (Page 16) that will be sent to the P-Card User (Cardholder if not specified in Purchase Request Form). Budget Manager will also be notified of the P-Card Issue Notice sent to the P-Card User. Three P-Card Issue Notices will result in a P-Card Warning Notice sent to the Principal/Director (See Page 59 for Notices Flow Chart).

### P-Card Warning Notices

Three P-Card Issue Notices will result in a P-Card Warning Notice sent to the Principal/Director. The P-Card Warning Notice will outline past and current P-Card issues. Two P-Card Warning Notices will initiate a review by the P-Card administrator and reported to the appropriate cabinet member.

### Examples of Issues:

- Lack of documentation
- Unapproved purchase by Supervisor
- No P-Card Purchase Order (If required based amount)
- Payment of Sales Tax (Credit not received within 15 days of notification)
- Use of unapproved vendor without prior approval
- Violation of Policy and Procedures
- Splitting of Transactions
- Purchase of Fixed Asset item (Value greater than \$500.00)
- Purchases from Foreign Companies
- Purchasing unauthorized or restricted items
- P-Card Sharing
- Personal Purchases
- Cash Transactions
- Item purchased delivered to an address other than one that belongs to Birdville ISD
- Unapproved Travel

P-Card Administrator reserves the right to suspend a cardholder's P-Card privileges at any time if it is deemed to be appropriate, pending the completion of any investigation, or if the severity of the violation warrants such action.

## Fraud, Waste & Abuse

The P-Card User and the Budget Manager (Supervisor) are responsible for ensuring that the District's assets are safeguarded from fraud, waste, and abuse. The Budget Manager (Supervisor) will seek restitution for any inappropriate charges made to the P-Card. Fraudulent or intentional misuse of the card will result in revocation of the card and/or possible criminal charges, including termination. Any employee who knowingly:

- Uses a P-Card for personal gain;
- Purchases items on such P-Card that are not authorized for purchase;
- Purchases items in violation of District policies and procedures; or
- Retains for such employee's personal use a rebate or refund from a vendor, bank, or other financial institution for a purchase or the use of a purchasing card shall be subject to immediate termination of employment, restitution for the amount of the improper purchases, and criminal prosecution.

A Cardholder's supervisor who knowingly, intentionally, willfully, or recklessly allows or who conspires with an employee who is issued a P-Card to violate any P-Card guidelines or District policies may be subject to immediate termination of employment and/or criminal prosecution, as determined by Human Resources. An employee may report improper activities through their supervisor, or to the Purchasing Department

## Bank of America

The Following information will be helpful when the Cardholder, department or campus needs to contact Bank of America for issues such as changing the pin or any questions:

### Verification Code

The verification code is needed by Bank of America when calling to make any changes or ask any questions. If you have misplaced your verification code, please contact your P-Card Administrator. For department and campus cards this code should not be shared with teachers/sponsors or other card users.

### Pin Number

Personal Identification Number (PIN) is a unique number assigned by the cardholder or Supervisor for campus/department cards. The P-Card Administrator does not have access to this number.

### Billing Address for all P-Cards

3124 Carson St. Haltom City TX 76117

### Customer Service

Bank of America Customer Service 1-888-449-2273

# Forms



## P-Card Purchases & Purchase Order

<p align="center"><b><u>Purchase Orders</u></b>            -Contracted Services            -Eprocurement Vendors            -Vendors that do not accept P-card*</p>	<p align="center"><b><u>P-Card Purchases</u></b>            &lt;\$500 for Campus Cards            &lt;\$1,500 for Department Cards            &lt;\$250 for Department Activity Funds</p>	<p align="center"><b><u>P-Card Purchases</u></b>            &gt;\$500 for Campus Cards            &gt;\$1,500 for Department &amp; Individual Cards            &gt;\$250 for Department Activity Funds</p>
<ul style="list-style-type: none"> <li>• Approved Purchase Request Form required if using 865 or 890 funds</li> <li>• Requisition is entered into Munis</li> <li>• Purchasing will issue PO</li> <li>• Secretary will receive in Munis</li> <li>• Accounts Payable department will issue payment</li> </ul> <p>*Please refers back to the Approved Vendor List located on website for vendors marked as “NO” for P-Card purchases</p>	<ul style="list-style-type: none"> <li>• Approved Purchase Request Form required for all purchases</li> <li>• Requestor places order (if not in store purchase)</li> <li>• Order and invoice are received</li> <li>• P-card is issued for payment</li> <li>• Secretary reconciles transaction in Munis by allocating to budget code</li> <li>• Statement is released for approvals (Budget Manager-Business Office/Accounting-Purchasing)</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Purchase Request Form required if using 865 or 890 funds</li> <li>• Requisition is entered into Munis</li> <li>• Requisition is approved and converted into a P-Card PO</li> <li>• Requestor places order (if not in store purchase)</li> <li>• Order and invoice are received</li> <li>• P-card is issued for payment</li> <li>• Secretary reconciles transaction in Munis by liquidating P-card PO</li> <li>• Statement is released for approvals (Budget Manager-Business Office/Accounting-Purchasing)</li> </ul>



# New P-Card Request Form

Please fill out the form, sign and then click on the submit button.

Campus / Department Card

Individual Card

Date of Request: \_\_\_\_\_

Campus /Department: \_\_\_\_\_

Campus / Department #: \_\_\_\_\_

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

Employee ID: \_\_\_\_\_

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

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

Verification ID #: \_\_\_\_\_

(Cannot start with a 1 or 0 / must be 0-9 digits long. This verification code will be used when contacting Bank of America with any issues.)

Phone #: \_\_\_\_\_

(Will be needed when contacting Bank of America)

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director's Signature

\_\_\_\_\_  
Date

**Purchasing Department Use Only:**

Approved  Denied

Comments if Denied: \_\_\_\_\_

P-Card Ordered:

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

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

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

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date



# Purchase Request Form

Fund		Method	For Office Use	
<input type="checkbox"/>	Site Based/General (Fund 199)	<input type="checkbox"/> P-Card	STMT ID: _____	
<input type="checkbox"/>	Campus Activity Fund (Fund 461)	<input type="checkbox"/> P-Card Purchase Order	REQ#: _____	PO#: _____
<input type="checkbox"/>	Student Activity (Fund 865)	<input type="checkbox"/> Regular Purchase Order	REQ#: _____	PO#: _____
<input type="checkbox"/>	Faculty Funds (Fund 890)	<input type="checkbox"/> Check Request	CR#: _____	

School/Dept. Name: \_\_\_\_\_ School/Dept. #: \_\_\_\_\_

Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Vendor(s): \_\_\_\_\_ Vendor Sourcing: \_\_\_\_\_

Purpose (Detailed): \_\_\_\_\_

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

Estimated Cost: \_\_\_\_\_ Account Balance: \_\_\_\_\_

## Approval of Purchase

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Officer (865)/Teacher Rep (890) Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Committee Signature \_\_\_\_\_ Date \_\_\_\_\_

(Required for Principal/Secretary Reimbursement)

**Form must be attached to requisition, p-card transaction and check request when using 865, 890, reimbursement to principal or secretary, and all p-card transactions that do not have a PO.**

For Office Use Only				
Regular PO	P-Card & P-Card PO		Receipts Total	
Received On:	P-Card Name:		Receipt #1:	
	Statement ID:		Receipt #2:	
	Released On:		Receipt #3:	
			Total:	





# P-Card Purchase Request Form

## Department Activity Funds

---

1. Fill out form completely
2. Purchase must be approved by Director
3. For purchases over \$250 must be approved by the Associate Superintendent for Finance
4. Inter-mail receipt to Patrice Morrison along with signed request form

Department: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Requested By: \_\_\_\_\_ Vendor(s): \_\_\_\_\_

Purpose (Detailed): \_\_\_\_\_

Account: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

\_\_\_\_\_  
Director Signature  
*Always Required*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Superintendent for Finance  
*Required for Purchases over \$250.00*

\_\_\_\_\_  
Date

---

### For Office Use

Receipts Received on: \_\_\_\_\_

Purchase Amounts	Vendor Name
Receipt #1: _____	_____
Receipt #2: _____	_____
Receipt #3: _____	_____
Receipt #4: _____	_____
Total: _____	

Statement ID: \_\_\_\_\_ Date released: \_\_\_\_\_ Secretary's Signature: \_\_\_\_\_



# P-Card Maintenance Form

Please fill out the form, sign and then click on the submit button.

Campus / Department Card

Individual Card

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

Campus /Department: \_\_\_\_\_

Campus/Department #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Last 4 digits of card #: \_\_\_\_\_

### Request Type:

Cancel Card – Card holder will ensure that all charge receipts are error free and have been turned in to their department up to date of the last transaction.

Reason for cancellation: \_\_\_\_\_

Single Transaction Limit Change:

Monthly Credit Limit Change:

Replacement Credit Card (Damaged Card)

Replacement Credit Card (Lost or Stolen) - Please be sure to report card lost/stolen to Bank of America as soon as possible. For assistance please contact P-Card Administrator.

Other (Please Specify): \_\_\_\_\_

Current	Requested	Permanent or Temporary	Date of return if temporary

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director's Signature

\_\_\_\_\_  
Date

### Purchasing Department Use Only:

Approved

Denied

Comments if Denied: \_\_\_\_\_

Additional Notes:

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

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date



# P-Card Issue Notice

It is the responsibility of the Cardholder and Budget Manager to ensure that the referenced issue is corrected. Submit this signed P-Card Issue Notice along with a memo of explanation to the P-Card Administrator within five business days of receipt of this notice.

Three P-Card Issue Notices will result in a P-Card Warning Notice sent to the Principal/Director. Please refer back to P-Card manual for any questions or contact P-Card Administrator. Please note a copy of this notice will be emailed to immediate supervisor.

Today's Date: \_\_\_\_\_

Campus / Department: \_\_\_\_\_ Campus/Department #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Last 4 digits of card #: \_\_\_\_\_

Date Issue Occurred: \_\_\_\_\_ Statement ID: \_\_\_\_\_

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

Card User: \_\_\_\_\_

Description of Issue: \_\_\_\_\_

1<sup>ST</sup> Issue

2<sup>nd</sup> Issue

3<sup>rd</sup> Issue

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date

**Card User:**

**Explanation-** Explain why this purchase was made on a BISD credit card and information on what has been done to correct the situation. Attach additional documentation, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Card User's Signature

\_\_\_\_\_  
Date

*Please return to P-Card Administrator*



# P-Card Warning Notice

It is the responsibility of the Cardholder and Budget Manager to ensure that the referenced issues are corrected. This P-Card Warning Notice is to inform the Budget Manager of multiple P-Card minor errors or a major error that has occurred.

Two P-Card Warning Notices will initiate a review by the P-Card Administrator and reported to the appropriate supervisor.

Today's Date: \_\_\_\_\_

Campus / Department: \_\_\_\_\_ Campus/Dept #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Last 4 digits of card #: \_\_\_\_\_

Date Issue Occurred: \_\_\_\_\_ Statement ID: \_\_\_\_\_

Transaction Amount: \_\_\_\_\_ Card User: \_\_\_\_\_

Description of Issue: \_\_\_\_\_

Past Issues:

1<sup>ST</sup> Warning

2<sup>nd</sup> Warning

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director's Signature

\_\_\_\_\_  
Date

**Campus/Department Action Plan**

Explain procedures taken to ensure P-Card compliance by noted card user for noted issues. Attach additional documentation, if necessary.

\_\_\_\_\_

\_\_\_\_\_

*Please return to P-Card Administrator*



# P-Card Transaction Dispute Form

Please send form and additional documentation to P-Card Administrator

Card Name: \_\_\_\_\_ Last 4 Digits of Card Number: \_\_\_\_\_

Statement ID: \_\_\_\_\_ Transaction ID: \_\_\_\_\_ Transaction Amount: \_\_\_\_\_

### Dispute Reason:

I have not authorized this charge on my card. I have not purchased or ordered merchandise in person, by phone, or by mail, nor have I received any goods or services from this merchant.

My card has been charged for the transaction listed above, but I have not received the merchandise or service. I expected to receive \_\_\_\_\_ from the merchant on \_\_\_/\_\_\_/\_\_\_\_. I contacted the merchant on \_\_\_/\_\_\_/\_\_\_\_, and their response was \_\_\_\_\_  
\_\_\_\_\_. This matter has not been resolved.

The merchant promised me a refund credit for the listed charge, but it has not yet appeared on my card. A copy of the refund documentation is enclosed.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Card Holder's Signature

\_\_\_\_\_  
Date

### Purchasing Department Use Only:

Action Taken: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolved on: \_\_\_\_\_ Refer to Statement ID: \_\_\_\_\_

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date



Card: \_\_\_\_\_

Name: \_\_\_\_\_ PO # (If applicable): \_\_\_\_\_ Amount: \_\_\_\_\_ Card must be returned on: \_\_\_\_\_

### **Guidelines**

- Purchase only items listed on your approved P-Card Purchase Request Form / Purchase Order.
- Shop only from the vendors listed on your approved P-Card Purchase Request Form / Purchase Order.
- P-Card sharing is not allowed.
- Personal purchases or any unapproved purchases are not allowed.
- Sales Tax is not permitted.
- Savings catcher or any form of rebate is not allowed.
- Original receipt(s) must be returned to Secretary along with P-Card.
- Payment utilizing P-Card must be made after the goods/services have been received or at the time of purchase if in-store.
- You have two business days to use the card unless approved by your Supervisor.
- Violation of guidelines could result in a trip back to the store, P-Card Issue Notice and/or revocation of P-Card privileges.

*Violation of guidelines could result in a trip back to the store, P-Card Issue Notice and/or revocation of P-Card privileges*

# Teacher, Sponsor & P-Card User



## P-Card Guidelines

---

- Purchase only items listed on your approved P-Card Purchase Request Form / Purchase Order.
- Shop only from the vendors listed on your approved P-Card Purchase Request Form / Purchase Order.
- P-Card sharing is not allowed.
- Personal purchases or any unapproved purchases are not allowed.
- Sales Tax is not permitted.
- Savings catcher or any form of rebate is not allowed.
- Original receipt(s) must be returned to Secretary along with P-Card.
- Payment utilizing P-Card must be made after the goods/services have been received or at the time of purchase if in-store.
- You have two business days to use the card unless approved by your Supervisor.
- Violation of guidelines could result in a trip back to the store, P-Card Issue Notice and/or revocation of P-Card privileges.

I understand and agree to abide by the guidelines listed above.

---

Printed Name

---

Campus

---

Signature

---

Date



## Procurement Card Agreement P-Card Holders / Budget Managers

---



I, \_\_\_\_\_ hereby acknowledge receipt of the BISD Credit Card(s) listed on page two of this agreement.

As a card holder, I agree to comply with the terms and conditions of the Agreement and the Procurement Card Manual.

I acknowledge receipt of the Agreement and confirm that I have read and understand the terms and conditions. I understand that the Birdville Independent School District will audit the use of the procurement card(s) and report any discrepancies.

I agree to use this card(s) for approved purchases only. I understand that I am financially responsible for all unapproved purchases, including Texas sales tax, as well as any transaction for which I cannot produce an original vendor's receipt.

I understand that the District is liable to Bank of America for all charges made on the card(s).

Personal purchases will be considered misappropriations of District funds, (under applicable Texas Penal Code Statutes), and will be reported to the proper authorities. Inappropriate use of the card(s) or failure to abide by the Procurement Card Policies and Procedures will result in revocation of the card(s) and appropriate disciplinary action, which may include termination of employment, prosecution, and restitution of any losses incurred by the District.

I am aware that purchases must be within my department's appropriate budgetary limits when using the Procurement Card(s) and that purchases made are charged to my department/campus at the end of the month. If the charges exceed my department/campus budget in any month, I understand that my card privileges may be revoked.

I am responsible for ensuring that the Procurement Card(s) and its number(s) are protected from theft or loss. I will immediately notify Bank of America and the Procurement Card Administrator of any loss or improper use of my card(s). I understand that I must report the loss or theft of the Procurement Card(s) within twenty-four (24) hours. If I fail to report the loss or theft, I may be held liable for any unauthorized charges.

I understand that purchases made in violation of this policy will result in P-Card Issue/Warning Notice, revocation of P-Card privileges and/or up to termination of employment.

I agree to surrender the card(s) immediately upon request of the Procurement Card Administrator or upon separation from the district



**TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION**

Name of purchaser, firm or agency <b>Birdville Independent School District</b>	
Address (Street & number, P. O. Box or Route number) <b>6125 E. Belknap</b>	Phone (Area code and number) <b>817-547-5700</b>
City, State, ZIP code <b>Haltom City, Tx 76117</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:  
**Educational Supplies and Services**

Purchaser claims this exemption for the following reason:  
**Local Government - School District**

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

sign here 	Purchaser	Title <b>Director of Business</b>	Date <b>1/31/19</b>
---	-----------	--------------------------------------	------------------------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.  
**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**  
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

# Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity <b>Birdville Independent School District</b>	Exempt entity status (Religious, charitable, educational, governmental) <b>Educational</b>
Address of exempt organization (Street and number) <b>6125 East Belknap Street</b>	
City, State, ZIP code <b>Haltom City, TX 76117</b>	

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature <b>sign here</b>	Date

## Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

**Do NOT send this form to the Comptroller of Public Accounts.**

**Helpful  
Information  
&  
Instructions**

# How to enter a P-card Purchase Order

<b>Required for:</b>		
<b>Campus Cards</b>	<b>Department &amp; Individual Cards</b>	<b>Departmental Activity Funds</b>
Purchases over \$500	Purchases over \$1,500	Purchases over \$250

# How to enter a P-Card Purchase Order

## 1. Add new requisition and select PCARD dept/loc

The screenshot shows a software interface for entering a requisition. The title bar reads "Requisition Entry - Munis [BIRDEVILLE ISD]". The interface is divided into several sections: Main, Vendor, Shipping and Billing, Miscellaneous, Line Items, and Workflow. Red boxes and text annotations highlight specific steps in the process:

- 8. Accept**: A red circle highlights the "Accept" button in the top toolbar.
- 1. Select Dept/ Loc PCARD**: A red box highlights the "Dept/Loc" dropdown menu, which is set to "PCARD".
- 2. Add General Description**: A red box highlights the "General description" text field.
- 4. Add vendor #**: A red box highlights the "Vendor" dropdown menu.
- 5. Delivery Method should be PRINT**: A red box highlights the "Print" checkbox under "Delivery method".
- 6. Add Vendor/ Sourcing notes and include "P-CARD PURCHASE"**: A red box highlights the "Vendor/Sourcing Notes" text area.
- 7. Add Reference**: A red box highlights the "Reference" text field.

The "Main" section includes fields for "Dept/Loc" (PCARD), "Fiscal year" (2018), "Requisition number" (11819490), "Status" (Created), "Entered" (05/22/2018), and "PO expiration". The "Vendor" section includes "Vendor" (selected), "Name", "PO mailing", "Delivery method" (Print, Fax, E-Mail, E-Procurement), and "Address". The "Shipping and Billing" section includes "Ship to" (947), "Address" (BISD BUSINESS OFFICE, 3124 CARSON STREET, HALTOM CITY TX 76117), "Email" (erika.ayala@birdvilleschools.net), and "Reference". The "Miscellaneous" section includes "Allocation" and "Type" (N - NORMAL). The "Line Items" section is a table with columns: Line#, Description, Vendor, Qty, Unit Price, UOM, Freight, Disc %, Credit, Line Total, Justification, and Manufacturer. The "Workflow" section includes buttons for "My Approvals", "Approve", "Reject", "Forward", "Hold", "Approvers", and "Convert".

2. Once you accept MUNIS will direct you to Line Items. Here you will add 1 line only as shown below

4. Accept

5. Return

2. The amount should be the total amount for the order including shipping

1. Add description Ex:

- Science Supplies
- Conference Registration for Mrs. Smith
- 1<sup>st</sup> grade field trip to the zoo 100 students @ 5.00 = \$500.00

3. Enter budget code(s)

**1 LINE ONLY!!! P-Card Purchase Orders should only have 1 line item with the total order amount.**

**For Hotels be sure to include city tax and/or state tax if applicable.**



### 3. Attach documents such as quote, travel forms, agenda, etc.

HOME

Requisition Entry - Muniz (BIRDVILLE ISD)

Accept Cancel Search Query Builder Add Update Delete Global- Duplicate Print PDF Excel Word Email Schedule Office Notes Audit Maplink- Return

2. Accept

1. Attach Documents such as quote, travel forms, agenda, etc.

**Main**

Dept/Loc: PCARD Purchasing  
 Fiscal year: 2018  Current  Next  
 Requisition number: 11819490  
 Status: 2 Created  
 Entered: 05/22/2018 By: b15105  
 PO expiration:   
 Receive by:  Quantity  Amount  
 Three way match required  
 Inspection required By:   
 General commodity:   
 General description:   
 General Notes:   
 Vendor:   
 Name:   
 PO mailing:   
 Delivery method:  Print  Fax  E-Mail  E-Procurement  
 Address:   
 Shipping and Billing:   
 Ship to: 947   
 Address: BISD BUSINESS OFFICE  
 3124 CARSON STREET  
 HALTOM CITY TX 76117  
 Email: erika.ayala@birdvilleschools.net  
 Reference:   
 Vendor/Sourcing Notes:   
 Vendor Quotes (0):   
 Miscellaneous:   
 Allocation:   
 Type: N - NORMAL  
 PO:   
 Line Items:   

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
[Empty]											

 Accounts Total amount:   
 Workflow: My Approvals Approve Reject Forward Hold Approvers  
 Conversion: Convert  
 0 of 0

#### 4. Release for approvals

Requisition Entry - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office Attach Notify Maplink Alerts Release Menu More... Return

Confirm Search Actions Output Office Tools Alerts Release Menu More... Return

**1. Release for Approvals**

**Main**

Dept/Loc: 99PC Purchasing  
Fiscal year: 2018 Current  
Requisition number: 11819490  
General commodity: Science Supplies  
Status: 4 Allocated  
Entered: 05/22/2018 By: b15105  
PO expiration: 06/30/2018  
Receive by: Quantity Amount  
 Three way match required  
 Inspection required

**Vendor**

Vendor: 4349 Committed  
Name: PELLETS INC  
PO mailing: 0  
Delivery method:  Print  Fax  E-Mail  E-Procurement  
Address: P O BOX 5484  
BELLINGHAM WA 98227

**Shipping and Billing**

Ship to: 947  
Address: BISD BUSINESS OFFICE  
3124 CARSON STREET  
HALTOM CITY TX 76117  
Email: erika.ayala@birdvilleschools.net  
Reference: ERIKA AYALA 817-547-5627

**Miscellaneous**

Allocation: N - NORMAL  
PO:

**Line Items**

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
1	science	(4349) PELLETS INC	1.00	100.00000		0.00	0.00	0.00	100.00	Not Needed	

Accounts Total amount 100.00

**Workflow**

My Approvals Approve Reject Forward Hold Approvers Conversion Convert

Once the requisition has been approved and converted to a Purchase Order you will receive a copy of the Purchase Order via Email. Order can then be placed with vendor and P-Card can be issued for payment once the goods/services and invoice have been received.

# **P-Card Allocation Instructions**

*(No P-Card Purchase Order in Place)*

*Financials<Accounts Payable<Invoice Processing<Purchase  
Cards<Purchase Card Statements*

# P-Card Allocation Instructions

## (No P-Card Purchase Order in Place)

*Financials < Accounts Payable < Invoice Processing < Purchase Cards < Purchase Card Statements*

### 1. Search

Purchase Card Statements - Munis [BIRDVILLE ISD]

1. Accept

4. Search

3. Enter department/campus #

2. Select "New"

Statement ID

Statement ID

Card

Card number

Name on card

Dept 99pc ...

Statement Details

Code

Status New

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
-------------	-------------	--------	-------------	-------------------	--------	----------

## 2. Select transaction and allocate

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global- Duplicate Print PDF Excel Word Email Attach Notes Audit Transactions Release Transaction Search Mass Release Return GL Allocations More...

Confirm Search Actions Output Tools Alerts Menu

**Statement ID**  
Statement ID: 6652

**Card**  
Card number: [REDACTED]  
Name on card: PURCHASING DEPARTMENT  
Dept: 99PC Purchasing

**Statement Details**  
Code: 061918 [Notes]  
Status: New  
GL year/period: 2018 12  
GL effective date: 06/21/2018  
Invoice date: 06/21/2018  
Total: 192.00

**Transactions**

	Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
0	06/15/2018	06/21/2018	BARNES & NOBLE #2344			192.00	No

1. Select transaction

**Workflow**  
My Approvals Approve Reject Forward Hold Approvers

1 of 3

### 3. Update

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office Attach Notes Notify Maplink Alerts Allocate By Code FA Detail Liquidate PO Menu Return

1. Update

4. Accept

2. Enter vendor sourcing & short description

3. Enter invoice/receipt # If not available create one to reference your transaction

4. Update budget code

Card and Statement

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6652  
 Statement code 061918

Transaction

Munis Transaction ID 19017 Notes  
 Card holder for transaction PURCHASING DEPARTMENT  
 Vendor 9909 BARNES & NOBLE #2344  
 Charge description 2. Enter vendor sourcing & short description  
 Commodity code MCO code  
 Charge date 06/15/2018  
 Post date 06/18/2018 Transaction amount 192.00  
 Import date 06/21/2018  
 Allocation code  
 Contract Contract  
 PO year/number/line PO Liquidation  
 Document number Invoice  
 Invoice number 3. Enter invoice/receipt #

Last Change  
 No changes made since transaction imported

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000- 4. Update budget code	ACI LIABILITY ACCOUNT	100.000	192.00	N	U

#### 4. Attachments

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Alerts Audit Maplink Allocate By Code FA Detail Liquidate PO Return

**Card and Statement**

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6652  
 Statement code 061918

1. Attach receipt, packing slip, and any other documents

**Transaction**

Munis Transaction ID 19017 [Notes](#)  
 Card holder for transaction PURCHASING DEPARTMENT  
 Vendor 9909 BARNES & NOBLE #2344  
 Charge description #054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS  
 Commodity code ... MCC code ...  
 Charge date 06/15/2018  
 Post date 06/18/2018 Transaction amount 192.00  
 Import date 06/21/2018  
 Allocation code ...  
 Contract ... [Contract](#)  
 PO year/number/line ... [PO Liquidation](#)  
 Document number ... [Invoice](#)  
 Invoice number 1234

**Last Change**  
 The GL Object Code was changed from 6316 to 6399 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
E	199-41-6399-OF-747-99-410-	SUPPLIES	100.000	192.00	N	U

## 5. Attach documents under Purchase Card Transaction

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

**Card and Statement**

Card number: [REDACTED]

Current card holder: PURCHASING DEPARTMENT

Name on card: PURCHASING DEPARTMENT

Statement ID: 6652

Statement code: 061918

**Transaction**

Munis Transaction ID: 19017

Card holder for transaction: PURCHASING DEPARTMENT

Vendor: 9909 ...

Charge description: #054-16 CATALOG DIS

Commodity code:

Charge date: 06/15/2018

Post date: 06/18/2018

Import date: 06/21/2018

Allocation code:

Contract: ...

PO year/number/line:

Document number:

Invoice number:

**Last Change**

The GL Object Code was changed from 6316 to 6399 by

**Allocations**

T	Account
E	199-41-6399-OF-747-99-410-

**Attachment Documents**

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	
Purchase Card Transaction	Purchase Card Transaction		1	

1. Select Purchase Card Transaction

**Associated Documents**

Document Title	TCM Document Type	Read Only	Count
Purchase Card Statement	Purchase Card Statement	✓	0
Purchase Card Transaction	Purchase Card Transaction		1

View Documents TCM Version: 2018.2.1.3  Show Counts

1 of 1



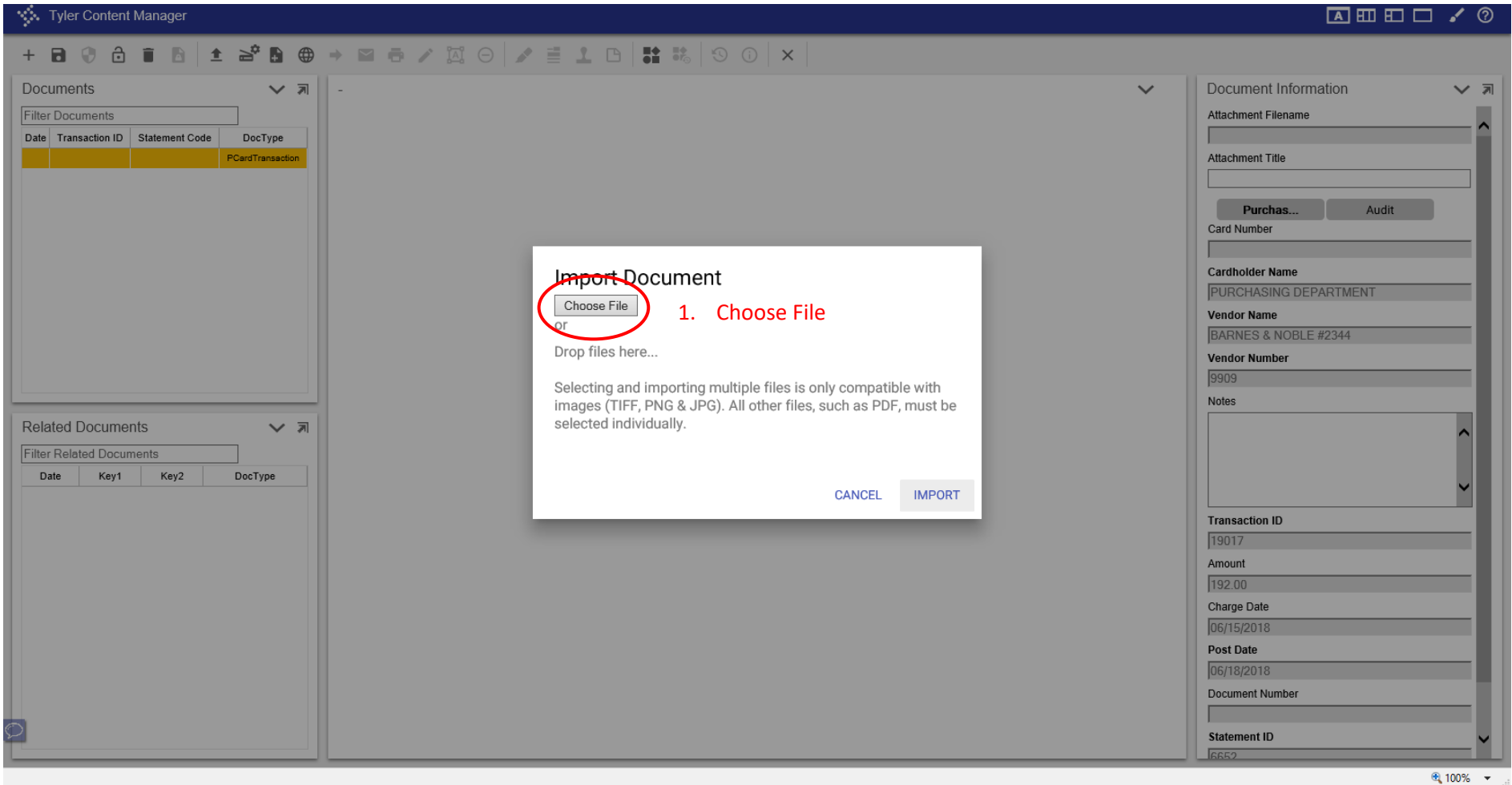
## 6. Upload attachments

The screenshot displays the Tyler Content Manager interface. The top navigation bar is dark blue with the text "Tyler Content Manager" on the left and several icons on the right. Below the navigation bar is a light gray toolbar containing various icons for document management. Two icons in this toolbar are circled in red: a plus sign icon labeled "1. Add" and a document icon with an upward arrow labeled "2. Import documents".

The main content area is divided into three sections:

- Documents:** A section with a "Filter Documents" input field and a table with columns: Date, Transaction ID, Statement Code, and DocType.
- Related Documents:** A section with a "Filter Related Documents" input field and a table with columns: Date, Key1, Key2, and DocType.
- Document Information:** A section on the right side of the interface, currently empty.

## 7. Choose File



**Note: Attach all documents such as receipt, packing slip, travel forms, etc.**

## 8. Import Documents

The screenshot displays the Tyler Content Manager interface. A central dialog box titled "Import Document" is open, showing a "Choose File" button, the text "Drop files here...", and a list of files including "BARNES AND NOBLE.pdf (319.99 kB)". The "IMPORT" button is circled in red, and a red arrow points to it with the text "1. Import".

**Documents**

Filter Documents

Date	Transaction ID	Statement Code	DocType
			PCardTransaction

**Related Documents**

Filter Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

**Document Information**

Attachment Filename

Attachment Title

**Purchas...** **Audit**

Card Number

Cardholder Name

PURCHASING DEPARTMENT

Vendor Name

BARNES & NOBLE #2344

Vendor Number

9909

Notes

Transaction ID

19017

Amount

192.00

Charge Date

06/15/2018

Post Date

06/18/2018

Document Number

Statement ID

6652

## 9. Save and close viewer

The screenshot displays the Tyler Content Manager interface. At the top, a toolbar contains various icons. Two icons are circled in red: a floppy disk icon labeled "1. Save" and a close window icon labeled "2. Close Viewer".

The main content area shows a document viewer displaying a receipt from Barnes & Noble. The receipt text is as follows:

We invite you to visit **BN.com** or your local store to discover **New Releases, Bestsellers, Toys & Games, DVDs, Home & Gift items, and much more.**

Barnes & Noble Booksellers #2344  
 861 NE Mall Blvd.  
 Hurst, TX 76053  
 (817) 284-1244

STR:2344 REG:004 TRN:8559 CSHR:Mark B

INSTITUTIONAL ACCT# 5871074  
 ACCOUNT NAME:  
 BIRDVILLE ISD

TAX EXEMPT ID: 1756001939  
 TAX EXEMPT RSN: School

PREPAY CUSTOMER ORDER  
 ORDER NUMBER: 2344-159500

How Great Leaders Think: The Art of Refr  
 9781118140987\*  
 (8 @ 30.00) Institutional 20% (48.00)  
 (8 @ 24.00) 192.00  
 Shipping Fee  
 (1 @ 0.00) \* 0.00

The document title at the bottom is "BARNES AND NOBLE.pdf".

On the left side, there are two panels: "Documents" and "Related Documents". The "Documents" panel has a table with columns: Date, Transaction ID, Statement Code, and DocType. One row is highlighted with a yellow background, showing "PCardTransaction" under the DocType column.

On the right side, there is a "Document Information" panel with various fields: Attachment Filename, Attachment Title, Card Number, Cardholder Name (PURCHASING DEPARTMENT), Vendor Name (BARNES & NOBLE #2344), Vendor Number (9909), Transaction ID (19017), Amount (192.00), Charge Date (06/15/2018), Post Date (06/18/2018), Document Number, and Statement ID (6662).

## 10. Return

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Alerts Audit Maplink Allocate By Code FA Detail Liquidate PO Menu

Confirm Search Actions Output Office Tools

**Return** 1. Return

**Card and Statement**

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6652  
 Statement code 061918

**Transaction**

Munis Transaction ID 19017 [Notes](#)  
 Card holder for transaction PURCHASING DEPARTMENT ...  
 Vendor 9909 ... BARNES & NOBLE #2344  
 Charge description #054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS  
 Commodity code ... MCC code ...  
 Charge date 06/15/2018  
 Post date 06/18/2018 Transaction amount 192.00  
 Import date 06/21/2018  
 Allocation code ...  
 Contract ... [Contract](#)  
 PO year/number/line ... [PO Liquidation](#)  
 Document number ... [Invoice](#)  
 Invoice number 1234

**Last Change**  
 The GL Object Code was changed from 6316 to 6399 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
E	199-41-6399-OF-747-99-410-	SUPPLIES	100.000	192.00	N	U

## 11. Release for Approvals

Purchase Card Statements - MUNIS [BIRDVILLE ISU]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Preview Text file Word Email Schedule Attach Notify Maplink Alerts

Transactions **Release** Transaction Search More Release GL Allocations More... Return

2. Release

**Statement ID**

Statement ID 6652

**Card**


Card number [REDACTED]  
 Name on card PURCHASING DEPARTMENT  
 Dept 99PC Purchasing

**Statement Details**

Code 061918 Notes  
 Status New  
 GL year/period 2018 12  
 GL effective date 06/21/2018  
 Invoice date 06/21/2018  
 Total 192.00

**Transactions**

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/15/2018	06/21/2018	BARNES & NOBLE #2344	#054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS		192.00	Yes

 Follow these instructions for each transaction. All transactions must be allocated prior to releasing P-Card Statement

**Workflow**

My Approvals Approve Reject Forward Hold Approvers

1 of 3

# P-Card Purchase Order Liquidation Instructions

*Financials<Accounts Payable<Invoice Processing<Purchase  
Cards<Purchase Card Statements*

# P-Card Purchase Order Liquidation Instructions

*Financials < Accounts Payable < Invoice Processing < Purchase Cards < Purchase Card Statements*

## 1. Search

4. Accept

Purchase Card Statements - Munis [BIRDVILLE ISD]

1. Search

2. Enter department/campus #

3. Select "New"

Statement ID

Statement ID

Card

Card number

Name on card

Dept 99pc ...

Statement Details

Code

Status New

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
-------------	-------------	--------	-------------	-------------------	--------	----------



## 2. Select transaction

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Global- Print PDF Excel Word Email Schedule Attach Notes Audit Maplink Alerts Transactions Transaction Search GL Allocations Release Mass Release More... Return

Statement ID

Statement ID 6710

Card

Card number [REDACTED]  
Name on card PURCHASING DEPARTMENT  
Dept 99PC Purchasing

Statement Details

Code 070318 Notes  
Status New  
GL year/period 2018 12  
GL effective date 06/30/2018  
Invoice date 06/30/2018  
Total 137.74

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/27/2018	07/15/2018	THE HOME DEPOT 540			137.74	No

1. Select transaction

Workflow

My Approvals Approve Reject Forward Hold Approvers

3 of 3

### 3. Update

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Audit Allocate By Code FA Detail Liquidate PO Menu

Confirm Search Actions Output Office Tools Alerts

1. Update

3. Accept

Return

**Card and Statement**

Card number [REDACTED]

Current card holder PURCHASING DEPARTMENT

Name on card PURCHASING DEPARTMENT

Statement ID 6710

Statement code 070318

**Transaction**

Munis Transaction ID 19209

Card holder for transaction PURCHASING DEPARTMENT

Vendor 19 THE HOME DEPOT 540

Charge description **2. Enter PO#**

Commodity code ... MCC code ...

Charge date 06/27/2018

Post date 06/29/2018

Import date 07/15/2018

Allocation code

Contract

PO year/number/line

Document number

Invoice number **3. Enter invoice/receipt #**

**If not available create one to reference your transaction**

Transaction amount 137.74

**Last Change**

No changes made since transaction imported

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	137.74	N	U

## 4. Liquidate PO

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions

HOME

Accept Cancel Search Browse Query Builder

Add Update Delete Global\* Duplicate

Print Text file PDF Preview Excel Word Email Schedule

Attach Notes Notify Audit Maplink\* Alerts\*

Allocate By Code FA Detail Liquidate PO Return

**Card and Statement**

Card number: [REDACTED]

Current card holder: PURCHASING DEPARTMENT

Name on card: PURCHASING DEPARTMENT

Statement ID: 6710

Statement code: 070318

**Transaction**

Munis Transaction ID: 19209 Notes

Card holder for transaction: PURCHASING DEPARTMENT

Vendor: 19 THE HOME DEPOT 540

Charge description: PO 7180551 BUY BOARD XXX-XX

Commodity code: [REDACTED] MCC code: [REDACTED]

Charge date: 06/27/2018

Post date: 06/29/2018 Transaction amount: 137.74

Import date: 07/15/2018

Allocation code: [REDACTED]

Contract: [REDACTED] Contract

PO year/number/line: [REDACTED] PO Liquidation

Document number: [REDACTED] Invoice

Invoice number: 12345

**Last Change**

The Charge Description was changed to PO 7180551 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	137.74	N	U

1. Liquidate PO

## 5. Select PO to liquidate

Purchase Card Statements - Munis [BIRDEVILLE ISD] > Transactions > PO Lines Available to Liquidate

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Actions Print PDF Excel Word Email Schedule Office Attach Notify Maplink Alerts Show/Hide Cols Customize Screen Form Return

2. Accept

PO Fiscal Yr	Number	PO Line	Dept	Item Description	Ordered Amount	Ordered Qty	UOM	Open Amount	Open Qty
2018	71805551	1	510	BLANKET PURCHASE ORDER FOR	5000.0	1.0		4875.24	0.0

1. Select PO to liquidate

PO NOT LISTED?	
Problem	Solution
Transaction(s) amount exceed PO amount	Complete a Purchase Order Change Order Form to increase PO amount
Vendor # on PO does not match vendor # on transaction	Contact Purchasing Specialist to update vendor #
PO has more than 1 line	Contact Purchasing Specialist
PO # starts with a number other than 4	Contact Purchasing Specialist
Other	Contact Purchasing Specialist

Search / Filter

Record 1 of 1

## 6. Update Allocations

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Query Builder Browse Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notify Manipulate Audit Update Allocations Return To Browse Return

Confirm Search Actions Output Office Tools Menu

**PO Line**

PO Fiscal Year: 2018  
 PO Number: 71805551  
 PO Line: 1  
 Dept: 510  
 Description: BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT  
 Commodity:

**PO Line Amounts**

Quantity ordered: 1.00  
 Quantity received: 1.00  
 UOM:  
 Unit price: 5000.00  
 Line item total: 5000.00  
 Liquidated amount: 124.76  
 Cancelled amount: 0.00  
 Open amount: 4875.24

**Allocations**

Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	5000.00	4875.24	U

**1. Update Allocations**





## 9. Fully Liquidate PO Option

Purchase Card Statements - Munis [BIRDEVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

PO Line		PO Line Amounts	
PO Fiscal Year	2018	Quantity ordered	1.00
PO Number	71805551	Quantity received	1.00
PO Line	1	UOM	
Dept	510	Unit price	5000.00
Description	BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT	Line item total	5000.00
Commodity		Liquidated amount	124.76
		Cancelled amount	0.00
		Open amount	4875.24
		P-card liquidation quantity	0.03

Allocations						
Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-				

**Fully Liquidate PO Option**

There is a remaining open amount of 4737.50 on this PO line. There are no additional lines on the PO with open amounts, and no invoices for this PO exist in proof. Do you wish to fully liquidate the PO?

**Select NO if you have more than one transaction for this PO.**

**Select YES if this is the ONLY transaction for this PO.**

**If no, you will select YES on the last transaction for this PO.**

P-card transaction allocations have been updated, and will show when the current window is closed.



## 10. Close PO Option

Purchase Card Statements - MUNIS [BIRKVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notes Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

PO Line		PO Line Amounts	
PO Fiscal Year	2018	Quantity ordered	1.00
PO Number	71805551	Quantity received	1.00
PO Line	1	UOM	
Dept	510	Unit price	5000.00
Description	BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT	Line item total	5000.00
Commodity		Liquidated amount	124.76
		Cancelled amount	0.00
		Open amount	4875.24
		P-card liquidation quantity	0.03

Allocations						
Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-				

**Close PO Option**

There are now no lines on the PO with open amounts, and no invoices for this PO exist in proof. Do you wish to close the PO?

**Yes** **No**

**Select YES on last transaction for PO. This will close PO in Munis.**

P-card transaction allocations have been updated, and will show when the current window is closed.

# 11. Return

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts

Confirm Search Actions Output Office Tools Allocate By Code Unliquidate PO FA Detail View Liquidated PO Menu

**Return**

**Card and Statement**

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6710  
 Statement code 070318

**Transaction**

Munis Transaction ID 19209   
 Card holder for transaction PURCHASING DEPARTMENT  
 Vendor 19 THE HOME DEPOT 540  
 Charge description PO 71805551 BUY BOARD XXX-XX  
 Commodity code [REDACTED] MCC code [REDACTED]  
 Charge date 06/27/2018  
 Post date 06/29/2018 Transaction amount 137.74  
 Import date 07/15/2018  
 Allocation code [REDACTED]  
 Contract [REDACTED]   
 PO year/number/line 2018/71805551/1   
 Document number [REDACTED]   
 Invoice number 12345

**NOTE:** If you liquidated a P-Card PO that PO# will populate in the PO year/number/line. Please be sure this matches you PO#.

**Last Change**  
 The Liquidated PO Line was changed to 2018/71805551/1 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	100.000	137.74	N	U

1. Return

## 12. Attach Documents and release

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Office Attach Notes Audit Notify Maplink Alerts Transactions Transaction Search GL Allocations More... Release Mass Release Return

1. Attach receipt, packing slip, and any other documents

2. Release

Statement ID  
Statement ID 6710

Card  
Card number [REDACTED]  
Name on card PURCHASING DEPARTMENT  
Dept 99PC Purchasing

Statement Details  
Code 070318 Notes  
Status New  
GL year/period 2018 12  
GL effective date 06/30/2018  
Invoice date 06/30/2018  
Total 137.74

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/27/2018	07/15/2018	THE HOME DEPOT 540	PO 71805551		137.74	Yes

★ Follow these instructions for each transaction. Once they are all allocated you will release for approvals.

Workflow  
My Approvals Approve Reject Forward Hold Approvers

3 of 3

# Frequently Asked Questions

## ➤ **How do I know if I need to liquidate a PO or allocate using budget code?**

If you have a PO in place for a transaction in your p-card statement you will liquidate that purchase order. See P-Card PO Liquidation Instructions (Page 42). **You can liquidate the PO multiple times if you have multiple transactions for the PO.**

If you do not have a PO you will simply add your budget code to the transaction. See P-Card Allocation Instructions (Page 30).

## ➤ **What happens if you do not liquidate a PO and just simply update the budget code?**

When you update the budget code and do not liquidate the PO you are now charging that budget code twice. It is very important to liquidate the purchase orders for those transactions.

## ➤ **What if the vendor number on the transaction does not match the number on the PO?**

If the vendor number on the P-Card transaction does not match your PO please contact Purchasing Specialist.

If you are trying to liquidate your PO and the vendor number matches but the PO is simply not showing please contact Purchasing Specialist.

## ➤ **How often are transactions imported into Munis?**

Transactions are imported into Munis every Monday and Wednesday. Transactions MUST be allocated and released within a week of the import date as stated on the Procurement Card Manual.

## ➤ **Why do I need to change the Dep/Loc to PCARD starting July 2018?**

By changing the Dep/Loc to PCARD Munis will create a requisition number starting with a different number than your regular purchase orders. This will not only help you differentiate your P-Card purchases from your regular purchase orders, but it will also help avoid purchasing from sending the PO to the vendor and the double payment of an invoice.

## ➤ **Can my Assistant Principal sign off on the Purchase Request Form?**

Yes, each Principal may elect to designate an Assistant Principal as a second approved for this form if they complete the P-Card training provided by Purchasing.

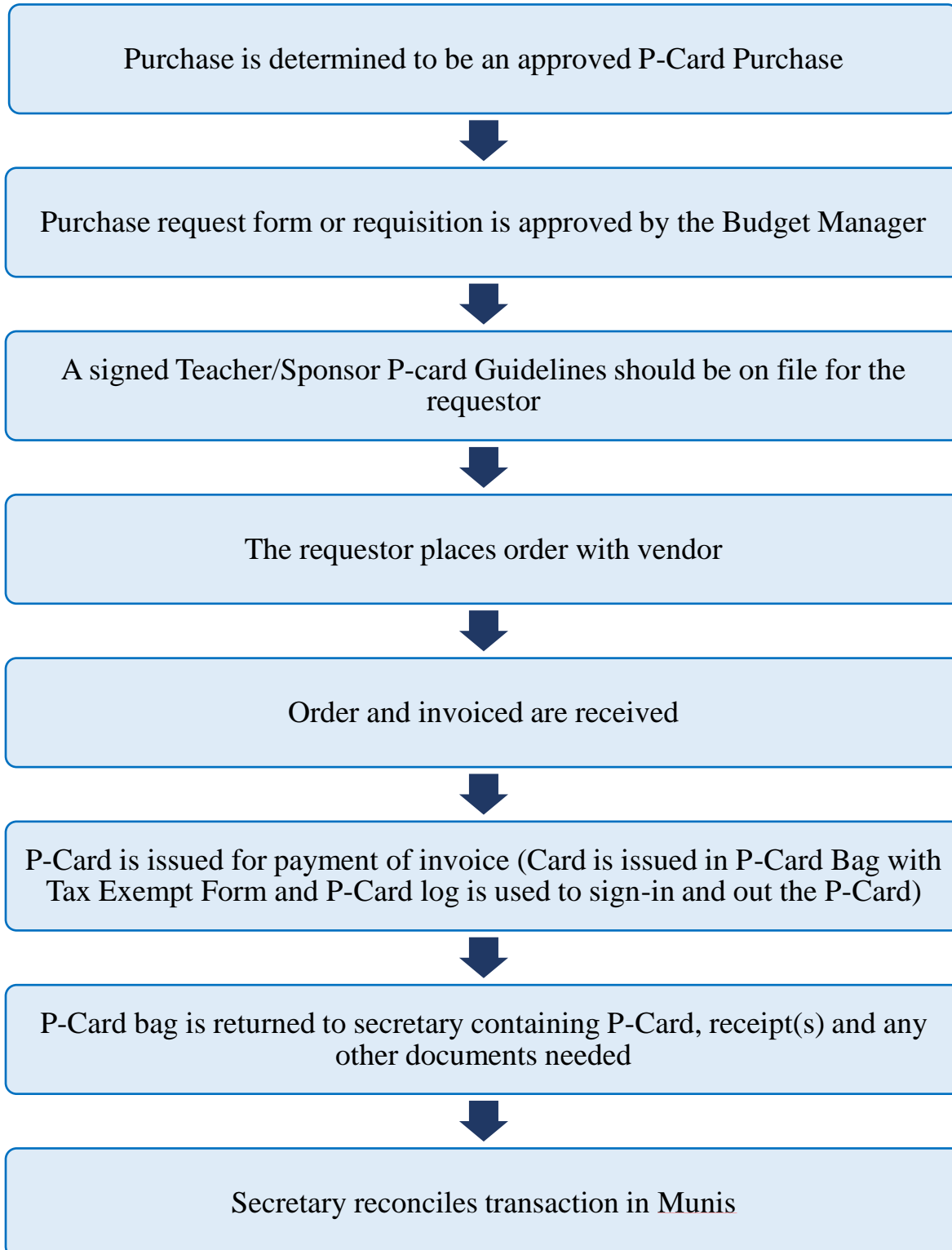
## ➤ **Can the P-Card be used for per diem food expenses?**

No, the P-Card can only be used for travel expenses such as hotel, parking and rental car.

# Flow Charts

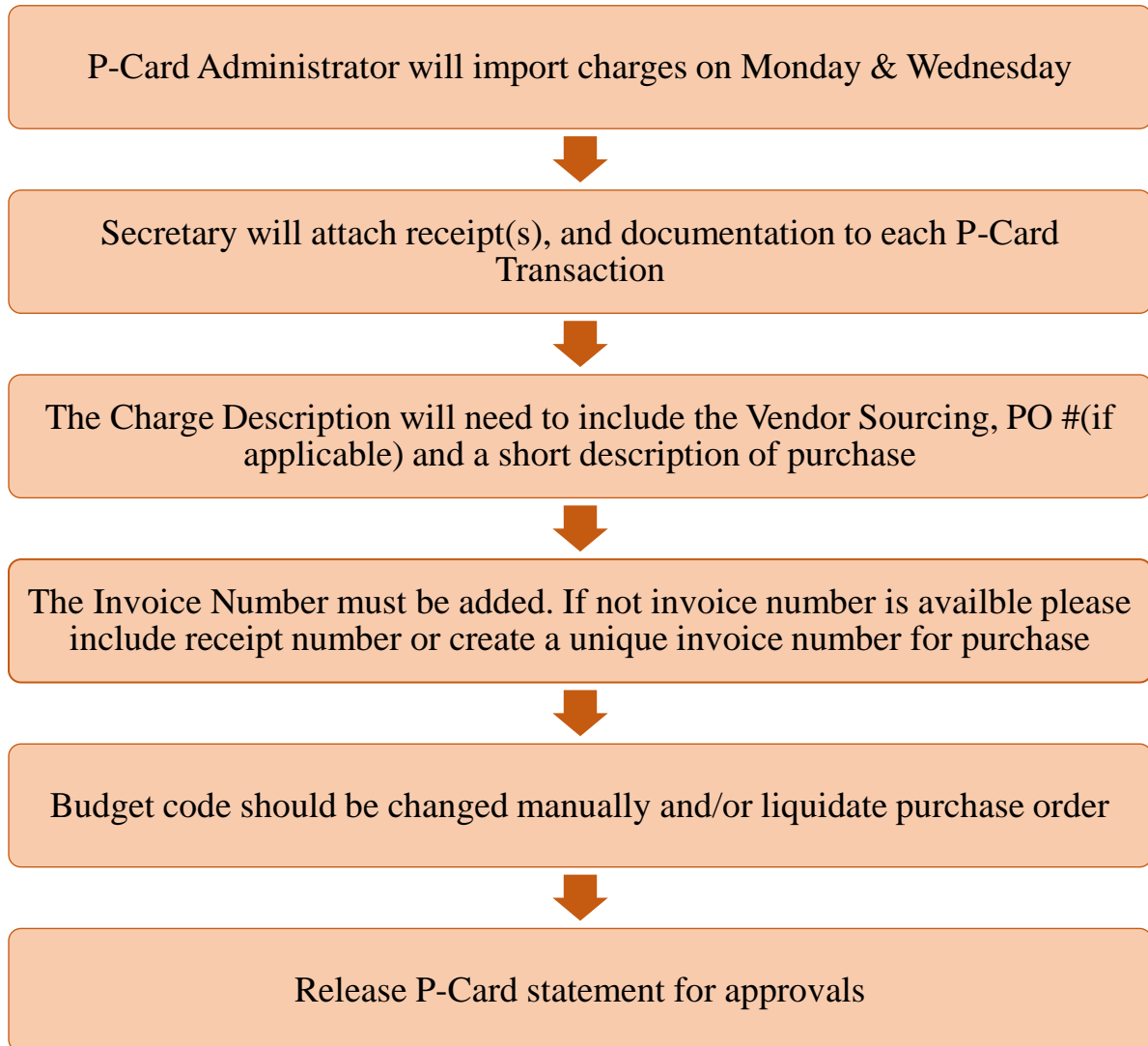
## Making a P-Card Purchase Flow Chart

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## P-Card Statement Reconciliation Flow Chart

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## P-Card Issue & Warning Notices Flow Chart

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### P-Card Issue Notice 1

- P-Card Issue Notice is emailed to Card User/Amin Assistant to notify of an issue that has occurred
- Principal/Budget Manager is copied in email
- Card User/Admin signs notice and returns it to P-Card Administrator

### P-card Issue Notice 2

- P-Card Issue Notice is emailed to Card User/Amin Assistant to notify of an issue that has occurred
- Principal/Budget Manager is copied in email
- Card User/Admin signs notice and returns it to P-Card Administrator

### P-Card Issue Notice 3

- P-Card Issue Notice is emailed to Card User/Amin Assistant to notify of an issue that has occurred
- Principal/Budget Manager is copied in email
- Card User/Admin signs notice and returns it to P-Card Administrator

### P-Card Warning Notice 1

- P-Card Warning Notice is emailed to Principal/Budget Manager to notify of issue(s) occurred
- Principal/Budget Manager signs P-card Warning Notice and returns it to P-Card Administrator

### P-card Warning Notice 2

- P-Card Warning Notice is emailed to Principal/Budget Manager to notify of issue(s) occurred
- Principal/Budget Manager signs P-card Warning Notice and returns it to P-Card Administrator

**Two P-Card Warning Notices will initiate a review by the P-Card Administrator and reported to the appropriate supervisor.**



